ENGLISH BRAILLE AMERICAN EDITION 1959

Revised 1962, 1966, 1968, 1970, 1972

Compiled Under the Authority of the

AMERICAN ASSOCIATION OF WORKERS FOR THE BLIND ASSOCIATION FOR EDUCATION OF THE VISUALLY HANDICAPPED

and the

NATIONAL BRAILLE ASSOCIATION

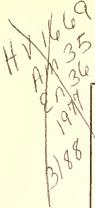
Adopted, January 1, 1959

Revised 1962, 1966, 1968, 1970, 1972

AMERICAN PRINTING HOUSE FOR THE BLIND Louisville, Kentucky
1977

HV 1669 J6 1977





ENGLISH BRAILLE AMERICAN EDITION 1959

Revised 1962, 1966, 1968, 1970, 1972

Compiled Under the Authority of the

AMERICAN ASSOCIATION OF WORKERS FOR THE BLIND
ASSOCIATION FOR EDUCATION OF THE VISUALLY HANDICAPPED

and the

NATIONAL BRAILLE ASSOCIATION

HV 1669 T6 1977

Adopted, January 1, 1959

Revised 1962, 1966, 1968, 1970, 1972

AMERICAN PRINTING HOUSE FOR THE BLIND Louisville, Kentucky
1977



CONTENTS

	Page
DEFINITION OF BRAILLE	
Alphabet and Numbers	2
Punctuation and Composition Signs.	2
One-cell Whole-word and Part-word Signs	
Two-cell Contractions	4 5
Short-form words	
RULES OF BRAILLE	
Rule I—Punctuation Signs	6
Rule II—Special Braille Composition Signs	
Rule III—Format	
Rule IV—Asterisk, Footnotes, References	
Rule V—Accent Sign, Diphthongs, Foreign Languages Rule VI—Abbreviations	22
Rule VI—Abbreviations	20 26
Rule VIII—Coinage, Weights, and Other Special Symbols	
Rule IX—Poetry, Scansion, and Stress	32
Rule X—General Use of Contractions	33
Rule XI—One-cell Whole-word Contractions	
Rule XII—One-cell Part-word Contractions	37
Rule XIII—Lower Signs	
Rule XIV—Initial-letter Contractions	
Rule XV—Final-letter Contractions	
Rule XVI—Short-form Words	
APPENDICES:	
A—Special Formats:	
1. Paragraphing	49
2. Poetry	
3. Breaks in Context	
4. Termination Line	
5. Tabular Material	49
6. The Writing of Test Materials	52
7. Outlines	
-	
B—Foreign Languages:	5.4
1. French 2. Italian	
2. Italian	
4. German	
5. Latin	
6. International Greek Alphabet	
C—Other Grades of Braille; Special Braille Codes:	
1. Other Grades of Braille	
a. Revised Braille Grade 1½	
b. Grade 3 Braille	
c. Braille Shorthand	
2. Special Braille Codes	
D—Diacritics and Phonetics:	
1. Diacritics	
2. Pronunciation Systems of Well-known Dictionaries	361
3. IPA Phonetics Code	
TYPICAL AND PROBLEM WORDS	69
INDICES:	05
A—Alphabetical Index of Braille Signs	

FOREWORD

The history of the evolution of braille has been long and, at times, difficult. No recount will be made here of the various developments the system has passed through during the years. The present volume adds one more significant revision in the attempt to bring about new and increased advantages of readability in the touch method of communication for the blind.

Quite appropriately, this work is being published in a year of some importance in the field of work for the blind. 1959 marks the 150th anniversary of the birth of the celebrated young Frenchman, Louis Braille, for whom the present system of embossed writing was named. It also was just one hundred and thirty years ago, in 1829, that the governors of the Institution Royale des Jeunes Aveugles de Paris arranged for the publication of the first official description of the system under the title of "METHOD OF WRITING WORDS, MUSIC AND PLAINSONG BY MEANS OF DOTS, FOR USE OF THE BLIND."

This work has resulted from nine years of study by the Joint Uniform Braille Committee and the AAIB-AAWB Braille Authority. Many meetings, including a conference in London in 1956 with the British National Uniform Type Committee, and a number of draft revisions, finally brought about this completed manual. A distinct variance in preferred language usage here in America and in the United Kingdom dictated that braille readers on both sides of the Atlantic could best be served with separate, though basically similar, codes designed to apply to the English language as practiced in each country. Readers in either country, however, should experience no difficulty in enjoying the braille books published in both countries.

By official resolutions of the AAIB and the AAWB in convention in Vancouver and Philadelphia in 1958, "ENGLISH BRAILLE — AMERICAN EDITION, 1959," becomes the authorized braille code for use in the United States, as of January 1, 1959.

JOINT UNIFORM BRAILLE COMMITTEE, 1950-1958

Alfred Allen Robert W. Beath Francis J. Cummings, Ph.D. Marjorie S. Hooper Florence Horton Bernard M. Krebs Paul J. Langan L. W. Rodenberg

FOREWORD TO THE 1962 REVISION

With the completion and adoption in 1958 of "English Braille — American Edition —1959", it was recognized that the hoped for efficiency of the new basic literary braille code could only be demonstrated by experience, in spite of the long years of study which had gone into its development. This 1962 revision, therefore, is the result of three-and-a-half years of use of the 1959 code. No changes have been made in the code itself. Rather, the revision consists primarily of demonstrated necessary additional clarifications and interpretations of the rules of usage. Only three new signs have been added—all of them needed for the embossing of textbook or technical materials, i.e., a sign for the ditto mark, plus two additional signs required for the representation of pronunciation for use in glossaries, dictionaries, etc. Also included is a clarification of the way to write a combination of Greek letters which may appear in regular English context. Hopefully, these clarifications and additions will meet the needs of braillists for many years to come.

The adopting resolutions of the AAIB and AAWB in 1958 included the creation of an authority to succeed the Joint Uniform Braille Committee. The three members of the AAIB-AAWB Braille Authority are appointed jointly by the presidents of the two Associations. In addition to complete responsibility for the expansion, clarification, and interpretation of the basic literary braille code for use in the United States, it is the duty of the Braille Authority to provide for the development and/or clarification and interpretation of technical braille codes for music, mathematical and scientific notations, textbook techniques and format, etc. To accomplish these goals, the Braille Authority draws upon the aid and guidance of recognized authorities in their respective fields. In addition, provision has been made by the Authority for adequate pre-testing of proposed new codes and usages before recommending them for adoption. Final official adoption of all codes, however, including rules of usage, lies with the two professional associations of work for the blind, the American Association of Instructors of the Blind and the American Association of Workers for the Blind.

AAIB-AAWB BRAILLE AUTHORITY

Maxine B. Dorf (1959-)
Marjorie S. Hooper (1959-)
Bernard M. Krebs (1959-)
Paul J. Langan (1959-1959)

FOREWORD TO THE 1968 REVISION

The expansion and clarification of the rules of the literary braille code adopted by the conventions of AAWB and AEVH in 1968, are the outgrowth of the rapport between braille publishers and transcribers and the Braille Authority. The flow of inquiries on rule interpretations from workers in the field have pointed up areas in the code which required amplification and definition. All questions and suggestions have been analyzed for their broader implications, and only those principles have been instituted which are deemed to enhance reading ease and efficiency.

In addition to a few instances of rewording for clarification, the following rules have been expanded and updated:

- 1. Section 22. The entire rule on footnotes has been revised to conform to the methods used in textbook transcriptions which has proven so effective.
- 2. Section 34-d. In addition to entry words found in the dictionary, contractions should be used in common terms for a particular subject, such as botany, medicine, music, etc., when they are listed in the glossary of the book or when they are explained in the text where they are originally introduced. Contractions should also be used in coined words in science fiction.
- 3. Section 34-e. Part-word contractions should be used rather liberally in dialect.

To insure that the literary code and all other braille codes in the technical fields are maintained at a current high standard of efficiency, the Braille Authority and its Advisory Committees attempt to keep abreast of new innovations of characters and formats being used in ink-print publications, as well as of problems encountered by both braillists and readers. By doing so, the braille codes continue to be living, vital tools in the dissemination of education and recreation for blind people.

AAWB-AEVH BRAILLE AUTHORITY

```
Maxine B. Dorf (1959-)
Freda Henderson (1967-)
Marjorie S. Hooper, (1959-)
Bernard M. Krebs (1959-)
Alice M. Mann (1967-)
```

ENGLISH BRAILLE AMERICAN EDITION-1959

Revised 1962, 1966, 1968, 1970

DEFINITION OF BRAILLE

Braille is a system of touch reading for the blind which employs embossed dots evenly arranged in quadrangular letter spaces or cells. In each cell, it is possible to place six dots, three high and two wide. By selecting one or several dots in characteristic position or combination, 63 different characters can be formed. To aid in describing these characters by their dot or dots, the six dots of the cell are numbered 1, 2, 3, downward on the left, and 4, 5, 6, downward on the right, thus:

The 63 possible characters have a systematic arrangement and are universally grouped in a table of seven lines, as follows:

(NOTE: In the braille edition of this text, the full 6-dot cell is placed before or after a character whenever it is necessary to indicate the position of dots.)

1st Line	• •	• :	• •	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	• •	••	• •	• •	• •
2nd Line	• •	• · • · • ·	• •	• •	• • • • • • • • • • • • • • • • • • • •	••	••	• •	• •	• •
3rd Line	• •	• •	••	• •	• •	••	••	•••	••	•
4th Line	• • • • • • • • • • • • • • • • • • • •	• •	• • • • • • • • • • • • • • • • • • • •	• • • •	• · · •	••	• •	•••	• •	• •
5th Line	• :	•:	••	• •	• •	••	••	• •	• •	
6th Line	· • · ·	· • · ·	· •	· • · •	: : • :	· · · · · · · · · · · · · · · · · · ·				
7th Line	· • · ·	· • · •	· •	· · · •	· •	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · •			

Line 1 is formed of dots 1, 2, 4, 5.

Line 2 adds dot 3 to each of the characters of Line 1.

Line 3 adds dots 3-6 to each of the characters of Line 1.

Line 4 adds dot 6 to each of the characters of Line 1.

Line 5 repeats the characters of Line 1 in the lower portion of the cell, using dots 2, 3, 5, 6.

Line 6 is formed of dots 3, 4, 5, 6.

Line 7 is formed of dots 4, 5, 6.

Braille, as officially approved, comprises two grades.* Grade 1 Braille is in full spelling and consists of the letters of the alphabet, punctuation, numbers, and a number of composition signs which are special to braille. Grade 2 Braille consists of Grade 1 and 189 contractions and short-form words, and should be known as "English Braille." However, uncontracted braille should be designated as "English Braille Grade 1." Below is a complete chart of the braille characters and their meanings:

ALPHABET AND NUMBERS 1 5 f d b a c e g k 1 t m n 0 p q S \mathbf{z} \mathbf{V} W y u \mathbf{X}

PUNCTUATION AND COMPOSITION SIGNS

Sign	Meaning	Sign	Meaning
· · · · · · · · · · · · · · · · · · ·	comma		opening single quotation mark
;	semicolon	***************************************	asterisk
:	colon	· · · · · · · · · · · · · · · · · · ·	closing double quotation mark
	period	· · · · · · · · · · · · · · · · · · ·	closing single quotation mark
!	exclamation	· • · /	bar; oblique stroke; fraction-line sign
· · · · · · · · · · · · · · · · · · ·	opening and closing parentheses	#	number sign
	opening bracket	· · · · · · · · · · · · · · · · · · ·	apostrophe
]	closing bracket		ellipsis
·· ?	opening double quo- tation; question mark	::	hyphen

^{*}For other grades of braille, see Appendix C.

Sign	Meaning	Sign	Meaning
	dash	· · · · · · · · · · · · · · · · · · ·	letter sign
· · · · · · · · · · · · · · · · · · ·	long dash	· · · •	capital sign
· • · ·	accent sign	· · · · · · · · · · · · · · · · · · ·	double capital sign
· • · •	italic sign; decimal point		termination sign
	double italic sign		

ONE-CELL WHOLE-WORD AND PART-WORD SIGNS

Sign	Meaning	Sign	Meaning	Sign	Mea	ning
• •	but	• •	rather	• • • •	ch	child
••	can	• •	So	• •	gh	
• •	do	• •	that	• • • • • • • • • • • • • • • • • • • •	sh	shall
• •	every	• •	us	• • • • • • • • • • • • • • • • • • • •	th	this
• •	from	• •	very	• •	wh	which
••	go	· • • • • • • • • • • • • • • • • • • •	will	• • • • • • • • • • • • • • • • • • • •	ed	
• •	have	••	it	• • • • • • • • • • • • • • • • • • • •	er	
• •	just	• • • • • • • • • • • • • • • • • • • •	you	• •	ou	out
• •	knowledge	• •	as	• •	ow	
• · • ·	like	• • • • • • • • • • • • • • • • • • • •	and	• :	ea	
• • • • • • • • • • • • • • • • • • • •	more	• •	for	• •	be	bb
• • • • • • • • • • • • • • • • • • • •	not	• ·	of	••	con	cc
• • · · · · · · · · · · · · · · · · · ·	people	• •	the	• •	dis	dd
••	quite		with		en	enough

Sign	Meaning	Sign	Meaning	Sign	Meaning
• •	to ff		into	· • · •	ble
••	were gg	· · · · · · · · · · · · · · · · · · ·	was by	· • · • · • · • · • · • · • · • · • · •	ar
• •	his	• •	st still	· · · · · · · · · · · · · · · · · · ·	com
• •	in	· • · ·	ing		

TWO-CELL CONTRACTIONS

	Initial-letter Contractions			Final-letter Contractions			
Sign	Preceded by dot 5	Preceded by dots 4-5	Preceded by dots 4-5-6	Preceded by dots 4-6	Preceded by dots 5-6	Preceded by dot 6	
• •		****	cannot				
• •	day			ound			
• •	ever			ance	ence		
• •	father						
• •					ong		
• •	here		had				
• •	know						
• •	lord				ful		
• •	mother		many				
• • • • • • • • • • • • • • • • • • • •	name			sion	tion	ation	
• • •	one						
• • • • • • • • • • • • • • • • • • •	part						
	question						

	Initial-letter Contractions			Final-letter Contractions			
Sign	Preceded by dot 5	Preceded by dots 4-5	Preceded by dots 4-5-6	Preceded by dots 4-6	Preceded by dots 5-6	Preceded by dot 6	
• · • • • ·	right						
· • · · · · · · · · · · · · · · · · · ·	some		spirit	less	ness		
• •	time			ount	ment		
• · · ·	under	upon					
• • •	work	word	world				
• •	young				ity	ally	
• •	there	these	their				
• •	character						
• • • • • • • • • • • • • • • • • • • •	through	those					
• •	where	whose					
• •	ought						

SHORT-FORM WORDS

ab	about	<u>be</u> c	because	dcvg	deceiving
abv	above	<u>be</u> f	before	dcl	declare
ac	according	<u>be</u> h	behind	delg	declaring
acr	across	<u>be</u> l	below	ei	either
af	after	<u>be</u> n	beneath	fst	first
afn	afternoon	bes	beside	fr	friend
afw	afterward	<u>be</u> t	between	gd	good
ag	again	<u>be</u> y	beyond	grt	great
agst	against	bl	blind	herf	herself
alm	almost	brl	braille	hm	him
alr	already	<u>ch</u> n	children	hmf	himself
al	also	concv	conceive	imm	immediate
al <u>th</u>	although	concvg	conceiving	XS	its
alt	altogether	cd	could	xf	itself
alw	always	dev	deceive	lr	letter

	3.113		•	12	
11	little	percv	perceive	<u>the</u> mvs	themselves
m <u>ch</u>	much	percvg	perceiving	<u>th</u> yf	thyself
mst myf	must	perh	perhaps	td	today
myf	myself	qk	quick	tgr	together
nec	necessary	rcv	receive	tm	tomorrow
nei	neither	rcvg	receiving	tn	tonight
o'c	o'clock	rjc	rejoice	wd	would
<u>one</u> f	oneself	rjcg	rejoicing	yr	your
ourvs pd	ourselves	sd	said	yrf	yourself
pd	paid	<u>sh</u> d	should	yrvs	yourselves
		sch	such		

RULES OF BRAILLE

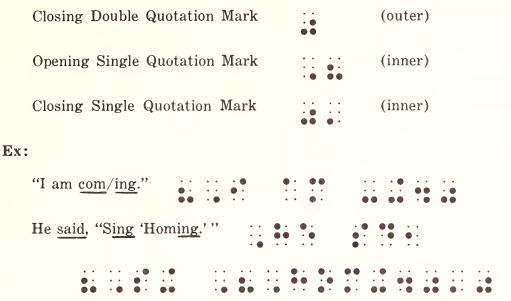
RULE I—PUNCTUATION SIGNS

Sign	Meaning	Sign	Meaning
• •	, comma		
• •	; semicolon	· · · · · · · · · · · · · · · · · · ·	closing single quo- tation mark
••	: colon	*	asterisk
• •	. period	· • · · · · · · /	bar; oblique stroke; fraction-line sign
• •	! exclamation point	· · · · · · · · · · · · · · · · · · ·	apostrophe
••	() opening and closing parentheses		ellipsis
	[opening bracket	· · · · · · · · · · · · · · · · · · ·	hyphen
• • •] closing bracket		dash
• •	"? opening double quo- tation mark; question mark		long dash
· · · · · · · · · · · · · · · · · · ·	" closing double quo- tation mark		

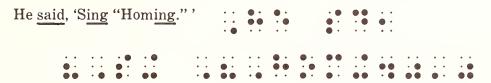
- 1. The use and order of all punctuation signs follow ink-print practice.
- 2. Quotation Marks:

Opening Double Quotation Mark

(outer)



a. In ink print, even though the normal sequence of quotation marks is occasionally reversed, in braille the one-cell signs are always used to represent the outer quotation marks and the two-cell signs to represent the inner quotation marks. Ex:



b. Quotation marks should be substituted where the ink-print copy employs change of type, italics, or change of margin to indicate quoted passages when they are not separated from the text by blank lines. In such cases, the italics should not be used except where necessary to show emphasis or distinction.

If, in the ink-print text, lines are skipped before and after quoted matter which is written in italic type, lines should be skipped in braille, and the italics omitted. However, if the ink-print copy skips lines and encloses quoted material in quotation marks, lines should also be skipped in braille, but the quotation marks should be retained.

3. Parentheses and Brackets:

```
Opening Parenthesis

Closing Parenthesis

Opening Bracket

Closing Bracket
```

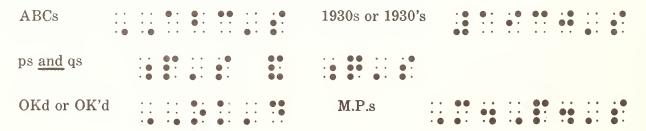
Ex:

(said he)

a. When a portion of a word is enclosed in parentheses or brackets, ink-print practice should be followed. Ex:

4. Apostrophe: : Ex:

a. The apostrophe is to be inserted before the "s" in plural abbreviations, numbers, or letters, even though it has been omitted in ink print. Similarly, the apostrophe should be inserted in the expression "OKd." In such cases, the apostrophe terminates the effect of the double capital sign. Ex:



5. Hyphen : No space should be left before or after a hyphen in a compound word.

However, a space should be left after the hyphen in a disconnected compound word. Ex:

```
self-<u>con</u>trol
```

five- or six-pointed st/ar



a. As a general principle, the maximum number of spaces in a braille line should be utilized; also, words may be divided between pages, and compound words may be divided at any syllable. When dividing a word at the end of a line, the division should be made between syllables, even though this prevents the use of a contraction. No space should be left between the last syllable on the line and the hyphen. The hyphen must never be put at the beginning of a new line. Ex:

b. When hyphens are used to indicate omitted letters in a word, an equal number of hyphens, unspaced, should be used. $\mathbf{E}\mathbf{x}$:

6. Dash in and in the symbol way wary in ink print. However, a space is necessary after a dash if it ends an incomplete sentence. A dash may begin or end a line, but the sign must not be divided. Ex:

```
He was—so you th/ink—my friend.

"It is late, but— Oh, please don't go."
```

a. When a dash represents an omitted word or name, a double dash should be used and should be spaced and punctuated as a word. Ex:

```
"Miss —, <u>you</u> — devil!"
```

7. Ellipsis: (usually 3 dots or asterisks in ink print indicating the omission of words). The ellipsis should be spaced and punctuated as a word. Ex:

```
"Love is life's . . . sign."

". . . life's only sign."

". . . life's only sign. * * * "
```

a. When dots are used to indicate the omission of letters in words, an equivalent number of dots (dot 3), unspaced, should be used. Ex:

```
d..n (damn)

N..Y... (New York)
```

b. If the omission of a complete paragraph is indicated by the ellipsis, the ellipsis should be treated as a paragraph.

RULE II — SPECIAL BRAILLE COMPOSITION SIGNS

Sign	Meaning	Sign	Meaning
· • • • • • • • • • • • • • • • • • • •	number sign	• •	letter sign
• •	accent sign	· · · · · •	capital sign
· • · · · •	italic sign; decimal point	• • •	double capital sign
	double italic sign		termination sign

8. Order of Punctuation and Composition Signs: When two or more braille punctuation marks or composition signs occur together before a word or number, they are placed in the following order:

Order With Punctuation

Open parenthesis or bracket

Open quotation sign Italic sign

Letter sign

Apostrophe Capital sign

Accent sign

Order With Numbers

Open parenthesis or bracket Open quotation sign

Italic sign

Number sign

Apostrophe

Decimal sign

Ex:

("X marks the spot.")

"'Tis true."

Étude 43

'59

9. Capitalization:*

Single capital sign

. .

Double capital sign

. . . .

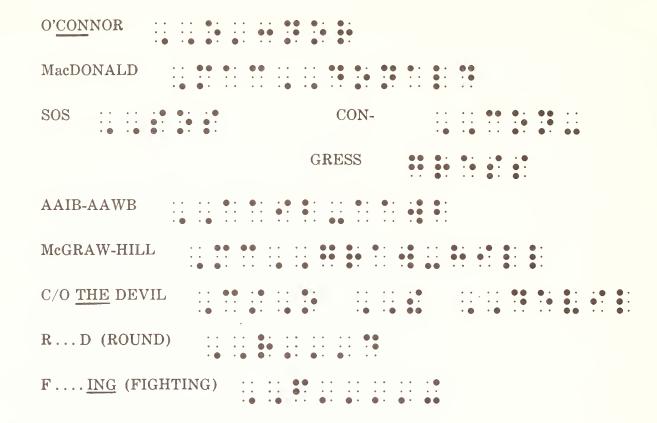
a. The capital sign, when placed at the beginning of a word, indicates that only the first letter of the word or contraction which follows is capitalized. In compound words, the capitalization should be shown as in ink print. Ex:

John Adams, Vice-President

b. The double capital sign placed at the beginning of a word indicates that all of the letters of the word, compound word, or letter-group are capitalized. It should not be repeated after the hyphen or apostrophe, nor at the beginning of the next line in a hyphenated word. Ex:

A SELF-MADE MAN

^{*}In the United States, the use of the capital sign is generally preferred; in other English-speaking countries, the capital sign is seldom used except in the embossing of schoolbooks for junior grades.



10. Italics:

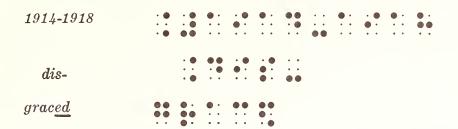
Single italic sign

Double italic sign

: •

a. The italic sign is placed before an abbreviation, word, apostrophized word, compound word, or number, to indicate that it is italicized. The italic sign is not to be repeated after the hyphen or the apostrophe. In a divided word, the italic sign should not be repeated at the beginning of the next line. **Ex:**

a priori	· •	• •		· •	• • · • ·	• •	• :	• •	• •	• :
e.g.	· •	• •	• •	••	• •					
President	· •	· ·	••	• •	• •	• •	• •	• •	• •	••
l'orange	· •	• •	• •	• •	• •	• •	• •	•••	• •	
o'clock	· •	• •	• •	••						
blue-ey <u>ed</u>	· •	• •	• •	• :	• · · •	••	• · · •	• • • • • • • • • • • • • • • • • • •	••	
\underline{out} - \underline{of} - \underline{the} - way	· •	• •		• •	: : • •	• •	: : : :		• ·	• •



Note: Although italics are very common in ink print, in many instances they have no value to the braille reader.

- (1) Italics must be used in braille if they are used in ink print only in the following instances:
 - (a) To indicate emphasis. Ex:

If you are going to go, go.



He is for the people.



(b) To show distinction, only in such cases as:

Foreign words and phrases.

Anglicized words (for a definition of anglicized words, see Sec. 24a).

The names of ships, pictures, etc.

Subject headings at the beginning of paragraphs.

The difference between silent thought and conversation.

(2) Italics should be omitted in such instances as the following:

Where quoted passages appear in both quotations and italics, unless the italics are required to show emphasis or distinction.

Where pronunciations are written in both parentheses and italics.

Where, in ink print, a passage is printed in italics or different type from that of the regular text and is separated from the text by blank lines.

In the writing of all stage directions, settings, etc., in plays. (When stage directions are given along with the speaking lines of a play, but are not enclosed in parentheses or brackets, the italics should be retained to differentiate between speech and stage directions.)

Where letters which mean letters are written in braille preceded by the letter sign. (See Sec. 12a(2).)

Where, in ink-print spellers, grammars, and the like, the lists of words for study are printed in bold-face type or italics.

Where word endings are separated from the root words and are printed in italics or bold-face type in ink-print spellers, grammars (both foreign and English), and the like.

Where titles, chapters or section headings are printed in italics or bold-face type.

b. If more than three consecutive words are italicized, the first word is preceded by the double italic sign, and the last word by the single italic sign. Where the last word of an italicized passage is a compound word, the closing single italic sign should precede the first part of the compound word. Do not italicize together two or more items which are italicized for different reasons. Ex:

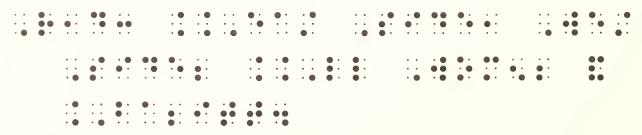
```
The House of Representatives

It was a sad home-coming.

Important Notice: Queen Mary docks at noon.
```

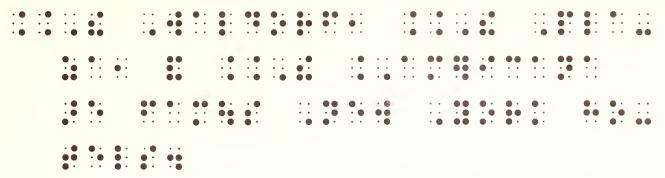
- c. In italicized passages comprising more than one paragraph, the double italic sign should be repeated at the beginning of each new paragraph, and the final single italic sign should precede only the last word of the last paragraph.
- d. The dash or ellipsis at the beginning or end of an italicized passage is not to be included in the italics.
- e. When a *series of names* of three or more books and other publications, ships, pictures, hotels and the like are italicized, the double italics should be repeated before each item, and the final single italic should be placed before the last word of the last item of the italicized series. Ex:

Read: East Side, West Side; Little Women; and Babbitt.



Refer to: <u>Time</u>; <u>The Reader's Digest</u>; or <u>The New York Time</u>s.

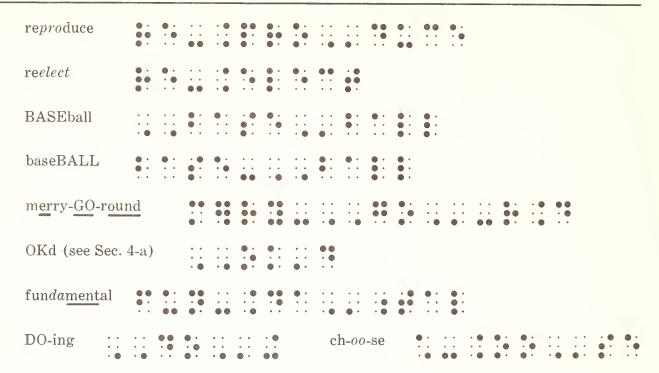
The Waldorf, The Plaza, and The Americana are famous New York hotels.



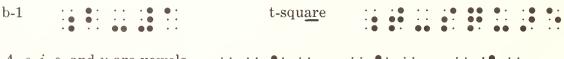
- f. Italics should be substituted when words or phrases are written in ink print in small capital letters, bold-face type, or are underscored, to give the effect of emphasis or distinction. (See caution against the overuse of italics in 10-a above.) However, the capitalization of headings should follow ink-print practice whether large and/or small capital letters are employed in ink print. Such headings which appear at the beginning of paragraphs and which are written in all capitals in ink print should be italicized in braille.
- g. The italics are unnecessary when quoted matter appears in ink print in both italics and quotation marks, unless the italics are required to show emphasis or distinction.
- h. Quoted matter which is set off in ink print by blank lines should also be preceded and followed by a blank line in braille. If such matter appears in ink print in italics or bold-face type, or is indicated by change of margin, normal paragraphing and margins should be used, and the italics should be omitted unless necessary to indicate emphasis or distinction.
- 11. Termination Sign: The termination sign is used only for clarification, and it is recommended that the use of this sign be restricted largely to such technical works as dictionaries and grammars. In general literature, the hyphen should be used to set apart the italicized or capitalized portion of a word. When in ink print a hyphen follows an italicized portion of a word, the termination sign must be inserted before the hyphen. Ex:

${\it extrad}i{\it te}$	• •	••	• •	• •	• :	• •		· •	• •	· · ·	• •	• •	
${\tt extra} dite$	• •	• •	• •	• •	• :	••	· •	• •	• •	• •	• · : •		
unSELFish	• :	• •	••	· · ·	: : : •	• •	• •	• · • ·	••	••	• •	• •	
white-collar	· •	• · · •	• •	• •	• • •	· · •			••	• •	• · • ·	• · • ·	· •
<u>the</u> y're	· •		• • • • • • • • • • • • • • • • • • • •		• •	• · • •	• •						

a. When embossing technical works, the termination sign is required for clarity. When an italicized or capitalized letter or group of letters occur within a word, the italic, capital, or double capital sign must be preceded by the hyphen, whether or not it appears in ink print, and the termination sign should be inserted to terminate the effect of the italic or capital sign. When in ink print a hyphen follows an italicized or capitalized group, the hyphen must follow the termination sign. Ex:



- 12. Letter Sign: The letter sign is placed before a letter or letters when it is necessary to distinguish between the letter meaning and a number, a word, a whole-word contraction, or a short-form word.
 - a. The letter sign is required when:
- (1) Any uncapitalized letter from "a" through "j" follows a number or is separated by a hyphen following a number.
- (2) A letter which means a letter stands alone and is not followed by a period indicating an abbreviation. Letters which mean letters should be preceded only by a letter sign, and all italics, parentheses or quotation marks should be omitted, even though they are used in ink print. (However, see Sec. 12b(6), ink p. 17, br. p. 28.)
- (3) A combination of letters standing alone could be confused with a short-form word, or, when a word composed of a single letter in an anglicized phrase could be confused with a wholeword contraction.
- (4) A single letter which means a letter is followed by an apostrophe "s," or is joined by a hyphen to a word or number which follows it. Each letter should be preceded by a letter sign when letters of the alphabet are joined by a hyphen or a dash.





	• •		• •		• •		• •		• •	• •		
٠ •		• •	• •				• •	• •		• •	• •	• •
	• •		• •	- •		• • • •	• •			• •	• •	. •

the letters "a" to "j" :

the letters a-j D Day 22b Mrs. X honi soit qui mal y pense. (An anglicized entry in WEBSTER'S DICTIONARY). Ab, The Caveman Point C is on the line AB. Mind your p's and q's. He received 3 C's. 3ème Al (boy's name at beginning of sentence)

- b. The letter sign is not required before a single capitalized or uncapitalized letter when:
 - (1) The letter is an initial or an abbreviation followed by a period.
 - (2) The letter is followed by the number sign.
- (3) A number is followed by a capital letter, the letters "k" through "z," or a contraction.
- (4) A number is separated by a hyphen from a following capitalized letter, or the uncapitalized letters "k" through "z".
- (5) The letter is preceded or followed by the apostrophe, indicating omission of letters.
- (6) The letter in an outline or listing is followed by a period, or is enclosed in parentheses or brackets.

Examples

Did 'e get t' it?

This refers to Sec. (f).

4-H : 6-k : 6-k

a. Passenger: J. F. Mack

b. Cabin: 2B

c. Arrival: May 1st, 5 p.m.

d. Reservation: Serial No. 56A99

e. Din/ing Room: Table A1

.............

13. Stammering, Speech Hesitation, Spelling, Lisped Words, Syllabized Words:

a. Stammered words should not be preceded by the letter sign, nor should they be divided at the end of a line except after unstammered syllables. Whole-word signs should not be used, and the letter(s) or contraction preceding and following the hyphen in stammered words should be identical. If the stammered letter or sound appears in the middle of the word, or if more than one letter or sound is stammered within the same word, precede by a hyphen each set of stammered letters or sounds which do not begin a word. Ex:

w-will	g-go	<u>st-st-st</u> u-	de-ce-ce-cease	s-s-s-sup <u>er-st-st</u> i <u>tion</u>
th-these	g-gho <u>st</u>	pid <u>ity</u>	_	
<u>th-th</u> is	<u>wh-wh/er</u> e	s-s-sup <u>er-</u> stition	de- ce-ce-cease	s-s-s-sup <u>er</u> - <u>st-st-st</u> i <u>tion</u>

b. When single letters are spaced by hyphens, as in representing spelling, speech hesitation, or vocal sounds without word meanings, the letter sign is not required. Ex:

```
we-e-ek (speech hesitation)

c-h-e-e-s-e (spelling)

S-T-O-P

br-r-r (vocal sound)

T-H-G (Tin-Hat-General) (abbreviated spelling)

V-J Day

V-J Day
```

- c. In transcribing lisped words, only the th contraction should be used. Ex:

 th/entury (not) thentury (for "century")
- d. When representing syllabized words, only the following contractions may be used: the one-cell part-word contractions, including <u>en</u> and <u>in</u>, but excluding all other lower-sign contractions; all one-syllable two-cell initial-letter contractions; and all one-syllable short-form words. **Ex**:

<u>in-form-er</u>	<u>en</u> -a- <u>ble</u>	some-one	quick-en/ed
will-ing-ness	here-to-fore	was-n't	child-ish

RULE III — FORMAT

14. In so far as possible, the arrangement and format of the braille copy should follow the practice used in the ink-print text. (For special formats, see Appendix A.)

15. Title Pages, Contents, Dedications, Introductions, Volume Endings, etc.:

- a. Title Pages: Title pages should include titles, sub-titles, author, publisher, copyright, number of volumes, volume number followed by inclusive braille pages* in volume, transcriber's or braille publisher's name, and year of embossing. In addition, other items should be included in accordance with standard procedures authorized by publishers, libraries, or transcribing groups.
- b. Contents Pages: Each braille volume should include a contents page covering the materials contained in that volume, unless there is no ink-print contents. The contents page should follow the title page unless there is a dedication or acknowledgement. On the third line of a new page the word "CONTENTS" should be written at the left hand margin and the word "VOLUME" (followed by the appropriate Roman numeral) at the right-hand margin, with a series of guide dots (dot 5) between them. Following a blank line, the word "Chapter" should be placed at the lefthand margin, and the word "Page" at the right-hand margin, with no guide dots between. After another blank line, begin the contents. The chapter numbers and/or headings should start at the left-hand margin and the braille page numbers should be placed at the right-hand margin. A series of dot 5 should be used for the guide lines, and a space should be left both after the chapter heading and before the page number. Unless there is space for two or more guide dots between the end of the chapter heading and the page number, the guide dots should be omitted, but there must be at least one space between the end of the heading and the number sign of the page number. When a long heading requires two or more lines, leave at least six spaces between the last word of each line of the heading and the right-hand margin. All continuations of chapter headings should begin in the third cell of the line. (See also Sec. 19.)
 - c. Dedications, Acknowledgments, etc., should be centered on a separate page.
- d. Prefaces, Forewords, Introductions, etc., should each begin a new braille page, with their headings centered on the third line separated by a blank line from the first paragraph of context.
- e. Volume Endings: The words "END OF VOLUME" (followed by the corresponding volume number in Roman numerals) should be centered on the second line below (if possible) the last line of braille on the last braille page of each volume. Similarly, the words "THE END" should be centered on the last braille page of the last volume, without indicating the volume number.
- 16. Page Numbering: In each volume, the title page should be counted as Roman numeral one but should not carry a braille number. Following the title page, all succeeding pages in each volume, prior to beginning the actual text (such as dedications, contents, prefaces, forewords, introductions, etc.) should be numbered consecutively in uncapitalized Roman numerals. The first page of the actual text of Volume I should begin with Arabic #1, and pages of text should be numbered consecutively throughout all volumes.
- 17. In accordance with ink-print copy, blank lines should be left between chapter numbers and chapter headings, and the beginning of the text.
- 18. Paragraphing: A paragraph begins in the third space of a new line. Where ink print ignores paragraphing by using all capital letters in the first few words at the beginning of a chapter or section, this style variation should be avoided. Such paragraphs should be properly indented, and the normal use of capitalization should be observed. (For special format, see Appendix A.)

^{*}In hand-transcribed textbooks, often only the corresponding ink-print page numbers are used. In such cases, no reference is necessary to running braille page numbers.

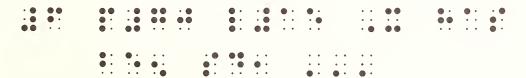
- 19. Omissions of Copy; Editing: When illustrations, diagrams, etc., cannot be reproduced in braille, references to them in the text generally should be avoided. In textbooks, a description in words may be included. If the braille copy is not an exact duplicate of the ink-print text, a general statement on editing of copy, and any additions or omissions of sections, should be noted after the Contents.
- 20. When one or more blank lines are used in ink print to denote change in thought, scene, poetic stanza, or to set off quoted matter, telegrams, letters, etc., only one blank line should be left in braille. If the break would occur following the last line of the braille page, a blank line should be left at the top of the new braille page. If such material appears in italics in ink print, the italics should be omitted. (See also Appedix A.)

RULE IV — ASTERISK, FOOTNOTES, REFERENCES

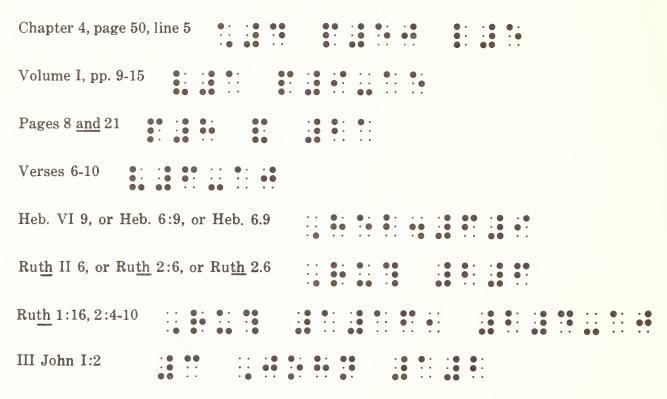
- 21. Asterisk: . This sign represents the asterisk or any other reference mark in ink print. A space is left before and after the asterisk sign except when it is followed by a footnote number, when no space should be left between the asterisk and the note number.
- a. Where an asterisk or asterisks occur in a line of ink print, to denote a presumed omission, the ellipsis should be used in braille. (See Sec. 7.)
- 22. Footnotes: In general literature, the appropriate method of writing footnotes in prose, poetry or plays, or tabular material should be used.

a. Prose:

- (1) Short notes of seven words or less should be inserted in the text following the word or words to which they refer, and should be enclosed in brackets.
- (2) In prose material, footnotes consisting of more than seven words, should be inserted immediately following the paragraph in which reference to them occurs. The asterisk or numbered asterisk (if there are two or more notes in the paragraph) should be used in the text before the corresponding note. The note, preceded by its asterisk sign, should be written in paragraph form, starting in cell 7, with all runovers beginning in cell 5. No lines should be skipped before or after the note.
- b. Poetry and Plays: In poetry and plays, all footnotes should be placed at the end of the volume in which they occur, with reference to them in the text being indicated by consecutively numbered asterisks inserted in the text, beginning with #1 for each new volume. Immediately following the text, the notes section should begin a new page headed NOTES. In the note section, each note number, without an asterisk, should begin in the first cell of a new line, followed by the page and line of the braille text where the corresponding reference occurs, followed by the note itself. If a note requires more than one braille line, all successive lines should be indented three spaces. Ex:
 - 6. Page 70, line 15. It has been said, . . .

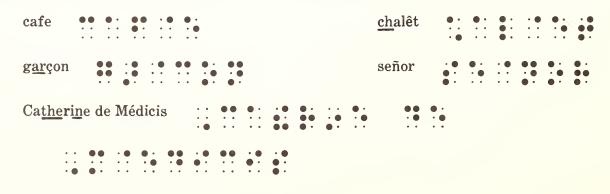


- c. Tabular Material: In tables, footnotes should be written at the foot of the page in paragraph form, separated from the general text by a row of dots 2-5, and an asterisk, preceded and followed by a space, should be inserted in the appropriate place in the text and repeated before the note at the bottom of the page.
- 23. References: When the meaning is obvious, references may be condensed. Where Roman numerals occur in references, Arabic numbers should be substituted for them. Ex:



RULE V -- ACCENT SIGN, DIPHTHONGS, FOREIGN LANGUAGES

24. Accent Sign: This sign is used in English texts before all letters which in ink print are marked with an accent or other marking, even in italicized or quoted foreign passages, and the special foreign accented letter symbols should not be used. Anglicized words occurring in English context should be contracted in accordance with the rules governing contractions, but accented letters must not form part of a contraction. In foreign words occurring in English texts, accented letters should be preceded by the accent sign, and contractions should not be used. Contractions should be used in all proper names, English or foreign, occurring in English context. Since, in German, hours are generally capitalized, contractions should be used only where it is possible to judge from the context that a name is being used. However, contractions may not be used in any proper name, English or foreign, which occurs in a foreign language phrase or passage. The italics should be retained where angelicized or foreign words are printed in italics. Ex:



```
They sang "Götterdämmerung."

They read Im West/en Nichts Neues.
```

- a. All words or entire phrases which appear in the body of a dictionary should be considered anglicized, even though they are indicated as foreign. Words listed in a special section on foreign words and phrases of a dictionary should be considered as foreign. (No dictionary with a copyright older than ten years should be used.)
- (1) Contractions should be used in conformity with the rules of English Braille, except that one-cell part-word contractions should not overlap a syllable division in an anglicized foreign word which is spelled the same as an English word that has a different pronunciation; however, two-cell final-letter signs may be so used. Ex:

```
elévation

pen/sion (boarding house)
```

(2) In foreign proper names or in anglicized foreign words or phrases, words which correspond to English alphabet contractions or short-form words should be written uncontracted. Similarly, the use of initial-letter two-cell contractions should be avoided where pronunciation does not conform to the pronunciation generally assigned them in English. When a foreign phrase or passage occurs within English context, the letter sign must be used before any letter or group of letters which can be confused with an alphabetic contraction or short-form word. Ex:

Fundação para o Livro do Cego no Brasil Ch/ou En-lai
[Name of Brazilian agency for the blind]

Port Said centime

Ab honesto virum bonum nihil deterret.

b. When foreign words, phrases, or passages occur in English text, English punctuation and composition signs should be used. However, in the writing of Spanish words, phrases, or passages, the special Spanish punctuation signs must be used in accordance with ink-print copy. (See Appendix B3(b).)

c. In English stressed syllables, a contraction may follow the accent sign. Ex:

 $\frac{\text{bless}}{\text{force}}$

d. Greek letters occurring in English context should be preceded by dot 2. Neither the letter sign nor the italic sign should be used. Ex:

e. Personal titles used with a proper name should be treated as part of the name and should be fully contracted. Even though the foreign word for "and" joins proper names, the entire grouping should be considered anglicized if it appears in English context. However, when a proper name is preceded by a modifying foreign word or phrase, the entire grouping should be considered as foreign and should be uncontracted. Ex:

Signorina Ferra

Le Baron de Rochefoucauld

Le Prince de Valois

Le Comte de Paris

Herr Professor Strauss

Cher Smith

mon ami Jones

M. et Mme. Paris

Sr. y Sra. Bolívar

25. The diphthongs or diaereses "ae" and "oe" should be written as separate letters except in foreign language texts, where special symbols are used. (See Appendix B.) The letters comprising parts of these diphthongs and diaereses, even if not printed as such, should not form a part of a contraction. Ex:

encyclopaedia Phoenix -maenad diaeresis Goering aerial

- 26. Foreign Language Passages and Texts: All foreign words should be written in uncontracted braille. When an entire text is in a foreign language, the special accented letters should be used. In the embossing of all foreign language grammars and books, a complete list of the special symbols for the language should be presented in the front of each volume. (See Appendix B.)
- a. In foreign language grammars employing both English and foreign language passages, the special foreign accented letters should be used only in the foreign language portion. In such instances, the English braille punctuation and composition signs should be used, except where the language requires special forms. (See Spanish, Appendix B.)
- b. In passages of more than three words of Greek or other languages not using the Roman alphabet, occurring in English context, a double letter sign should be used before the first word and a single letter sign before the last word. In passages of three or fewer words, each word

should be preceded by the letter sign. If the passage is written in italics in ink print, the italics should be omitted. Ex:

Greek:

Οὺκ 'Αθηναίος οὺδ' "Ελλην ὰλλὰ κόσμιος.

Transliteration: Oùk 'Athēnaîos oùd 'Ellen àllà kósmios.

Braille:



c. Passages or books written in Old or Middle English should be considered as foreign and should be written in uncontracted braille. (For special braille symbols, see 1970 Revision of THE CODE OF BRAILLE TEXTBOOK FORMATS AND TECHNIQUES, 1965; Revised, 1966, 1970, Appendix E, §1a.)

RULE VI - ABBREVIATIONS

Abbreviations used in ink print should be used in braille, and may be written with or without the period or capital, in accordance with the ink-print copy. Abbreviations consisting of letters should be written unspaced on one line. Contractions may be used in familiar abbreviations, even though their use is not permitted in the whole words for which they stand. Ex:

e.g.	• • • • • •	viz.	• · · • • · · · • • • • · · · · · · · ·	M.A.	
Mr.		Mr		ed.	• · · · • · · · · · · · · · · · · · · ·
prof.	• • • • · · · · · · · · · · · · · · · ·				

a. An abbreviation written in full capitals without periods should be preceded by the double capital sign. In such fully capitalized abbreviations, where each letter represents a word, neither the letter sign nor contractions should be used. Where periods are employed in ink print in such abbreviations, each letter must be preceded by a capital sign and followed by a period, and the entire abbreviation should be written on one line without a space between the separate letters. When an uncapitalized word is a part of an abbreviation employing periods, the entire abbreviation should be written unspaced, and contractions should be used in the uncaptalized word or words. Ex:

BEATU .		U. S. A.	
S.H.A.P.E.			0. 000 00
DD1	· · • • • • · • · · · · · · · · · · · ·	LL.D.	
A. F. of L.			
XCEPTIONS.			

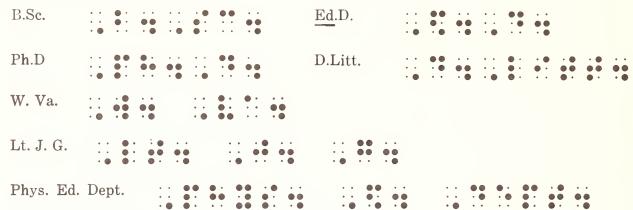
1. In such combinations as "ATandT" and "NYUers", only the uncapitalized letters of the abbreviations should be contracted. Ex:

$ ext{AF} \underline{ ext{of}} ext{L}$	 ATand T	
A&P	 NYU <u>er</u> s	

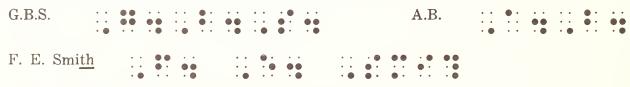
2. In an acronym, capitalized or uncapitalized, consisting of combinations of abbreviations of two or more words, contractions should be used when the letters of a contraction fall into one syllable. Ex:

FORTRAN MEDICO radar

b. Abbreviations consisting of a sequence of portions of words should be spaced in accordance with the ink-print copy. When such abbreviations are written unspaced in ink print, they may not be divided at the end of a line. Ex:



c. The initials of a person's name should ordinarily be written with a space between them and may be separated at the end of a line. However, if personal initials are written together in ink print, they should also be written unspaced on one line in braille. Ex:



d. The components of postal districts are to be written unspaced from one another, and may not be divided at the end of a line. Ex:

S.W.1 SW2 SW2

e. When a date is indicated by the number of the month, day or year, separated in ink print by the oblique stroke, hyphen or period, the corresponding numbers are used in braille separated by the hyphen, with only one number sign preceding the entire group. Arabic numbers should be substituted for Roman numerals, in which case the month should always be written first. Ex:

8/9/36, or 8-9-36, or 8.9.36, or 9.VIII.36

f. Telephone numbers consisting of letters and figures should be written without contractions, as follows:

CH 6-1234

RULE VII — NUMBERS AND ROMAN NUMERALS

- 28. Cardinal Numbers: Numbers are expressed by the letters "a" through "j" preceded by the number sign.
- a. The effect of the number sign is not terminated by commas, colons, hyphens, fraction-signs, and decimals. However, after a space or a dash, the number sign must be repeated. (NOTE: In writing sports scores, results of votes, etc., a dash should be used instead of a hyphen to

```
separate the numbers.) Ex:

4,500,000

1959

2, 4, 6, and 8.

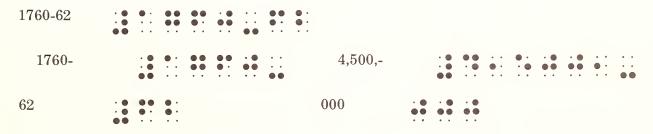
8-12

10:30 a.m.

The year 1950—1950 be/ing ...

The bill passed 403-13.
```

b. Although numbers joined by the hyphen do not require the second number sign, if the number is divided at the end of the line after the hyphen, the number sign should be repeated at the beginning of the following line. Where necessary, an integral number may be divided after a comma, but the number sign should not be repeated at the beginning of the following line. (NOTE: The division of integral numbers between lines should be avoided unless considerable space can be saved.) Ex:

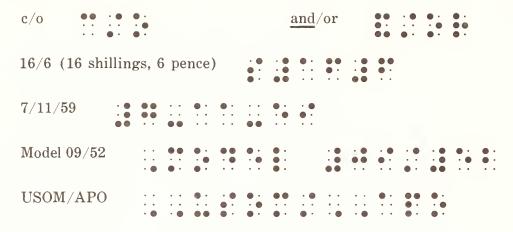


c. Fractions: The sign : represents the fraction-line, and is used to separate the numerator from the denominator. Ex:

d. In a mixed number, the fraction is joined to the whole number by a hyphen, and the number sign is omitted before the fraction. The fraction may not be carried over to the beginning of a new line. A whole number separated from a fraction by a space, as in stock quotations, should be treated as a mixed number. Ex:

e. Oblique Stroke: The sign represents the oblique stroke, bar, or slash, and is used whenever the symbol it represents appears in ink print, except when it is used to denote shillings (see Sec. 31-b) or in the writing of dates (see Sec. 27-e). When an oblique stroke occurs between

numbers other than fractions, the number sign should be repeated before the second number. Similarly, when an oblique stroke occurs between capitalized abbreviations, the capital sign should be repeated. Ex:



f. The sign : represents the decimal point and is placed between the number sign and the numbers of a decimal fraction. When a decimal fraction is joined to a whole number, the number sign is placed only before the whole number. Ex:

```
.7
```

g. Decimal Coinage: The sign represents the \$ and is placed before the number sign to indicate dollars. When writing dollars and cents, the decimal sign is used to separate the cents from the dollars, and it is not necessary to repeat either the dollar sign or the number sign. Ex:

```
\$8.75 \$15.22\frac{1}{2} \$15.22\frac{1}{2}
```

h. In expressing a definite point of time, regardless of how it is expressed in ink print, the colon should always be used in braille to separate the hours, minutes, and seconds, and the number sign should not be repeated. Ex:

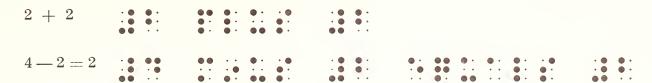
i. Intervals of time are shown in braille as follows:

6-7 a.m. (the number sign is not repeated, as both figures refer to hours)

6:15-7:45 or 6.15-7.45 (the number sign must be repeated after the hyphen, as minutes are followed by hours)



j. In general literature, the common mathematical signs of operation for + (plus), - (minus), \times (times or by), \div (divided by), and = (equals) should always be expressed in words. The special mathematical signs should be used only in mathematics and scientific texts. Ex:



29. Ordinal Numbers are formed by adding the ordinal endings "st," "nd," "rd," and "th" to the cardinal numbers, and the contractions for st and th may be used. Ex:

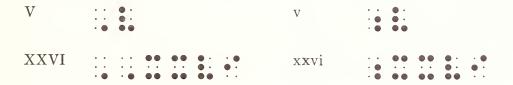


EXCEPTION: When the second and third ordinal numbers are represented in ink print by the number followed by the letter "d" only, the letters "n" and "r" respectively should be inserted in braille. Ex:

In writing ordinal numbers with foreign endings, the endings should be preceded by the letter sign, and contractions should not be used. Ex:



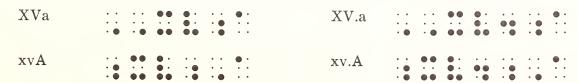
30. Roman Numerals: When Roman numerals are written as capital letters, a single capital sign should be used before a single letter, and a double capital sign should be used before numerals containing two or more letters. Uncapitalized Roman numerals of one or more letters should be preceded by the letter sign. Ex:

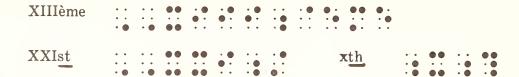


a. When Roman numerals are connected by a hyphen or a dash, the appropriate capital sign, double capital sign, or letter sign must be repeated after the hyphen or the dash. Ex:

```
V-VI :: :: :: :: v—vi :: :: :: :: :: :: ::
```

b. The letter sign should be placed before any letter, letters, or ordinal ending added to a Roman numeral, and contractions may be used only in English terminals. Ex:



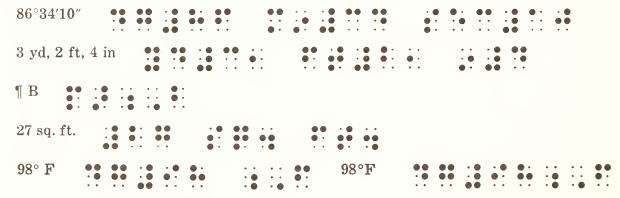


c. Following are the braille symbols for certain rare Roman Numerals. (A Transcriber's Note should be inserted giving the meaning of these symbols whenever they first appear.)

CI	(500)	• • • •	iə	(500)	• • •
$\overline{\mathbf{X}}$	(10,000)	· · · · · · · · · · · · · · · · · · ·	\overline{x}	(10,000)	
$\overline{\mathbf{C}}$	(100,000)	• • • • • • • • • • • • • • • • • • • •	\overline{c}	(100,000)	
$\overline{\mathbf{M}}$	(1,000,000)		$\overline{\mathbf{m}}$	(1,000,000)	

RULE VIII — COINAGE, WEIGHTS, AND OTHER SPECIAL SYMBOLS

31. When in ink print a number or letter is preceded or followed by a symbol or abbreviation for coinage, weight, measure, or other special sign, including the individual terms of a sequence, the corresponding braille symbol or abbreviation, without the period or plural "s", should always be placed immediately before the number or letter to which it refers. However, the order and spacing of compound abbreviations of measurement should follow the ink-print copy. When a measurement consists of a symbol and an abbreviation, the symbol should appear before the number and the abbreviation should follow the number. Ex:



All abbreviations or symbols contained in a standard dictionary may be added to the following required list.

Word or Sign	Ink Abbreviation	Braille Abbreviation
annas	an	an
centimeters	cm	cm
cents	¢	c
chapters	ch	ch
degrees	dg or $^{\circ}$	$\frac{\mathrm{ch}}{\mathrm{dg}}$
deutsche marks	dm	$\mathrm{d}\mathbf{m}$
dollars	\$	lower d
dozens	dz	$\mathrm{d}\mathbf{z}$
examples	ex	ex
farthings	f	f
feet	ft or '	ft
florin	fl	fl
francs	fr	fr

Word or Sign	Ink Abbreviation	Braille Abbreviation
gallons	gal	gal
grains (also grams)	gr	gr
guineas	g	g
hours	hr	hr
hundredweight	ewt	cwt
inches	in or "	in
kilocycles	kc	$\overline{\mathbf{kc}}$
kilocycles per second	m kc/s	m kc/s
kilometers	km	km
kilowatts	kw	kw
line	l or ll	1
lire	1	lr
megacycles	mcg	mc
megacycles per second	mcg/s	mc/s
meters	me	mt
miles	m or mi	m
millimeters	mm	mm
mills	m or mi	ml
minutes	min or '	min
ounces	OZ	oz
pages	p or pp	p
paragraph	par or ¶	pa <u>r</u>
pence	d	d
per cent	%	· · ••
_	,	• • •
pesetas	p	ps
pesos	p	рb
pints (also points)	pt	pt
pound (Australian)	£A	la
pound (sterling)	£	1
pounds (weight)	lb or #	İb
quarters	m qr	qr
quarts	qt	qt
roubles	r	rou
rupees	$_{ m rp}$	$_{ m rp}$
seconds	sec or "	sec
section	sec or §	• • •
shillings	s	S
stones	st	st
tons	t	$\frac{\mathrm{st}}{\mathrm{t}}$
volumes	v	v
yard	yd	yd

a. In texts where it is required to show that a special symbol is used, such as & (ampersand) or @ (at), dot 4 should precede the braille symbol or letter combination. Such usage should be employed only when it is necessary to show the exact symbol, such as in typewriting instruction manuals or other technical works. **Ex:**

3°		&	
@	• • • • • • • • • • • • • • • • • • • •	#	

b. In writing sterling coinage, only the abbreviation for the larger value is used, and the lesser values, each preceded by the number sign, follow without a space. If one of the lesser values in the sequence is omitted in ink print, a zero preceded by the number sign should be inserted in braille. Ex:

- c. Ditto Sign: : The ditto sign should always be preceded and followed by a space.
- d. The appropriate word should be substituted for any special symbol for which no provision has been made in this code, such as "Copyright" for "©".

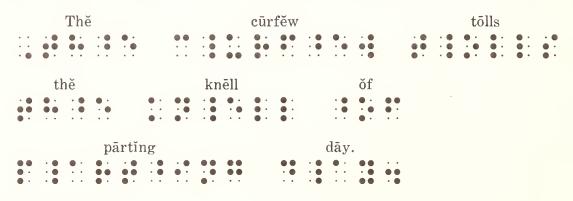
RULE IX - POETRY, SCANSION AND STRESS

32. Poetry: Each line of poetry should begin in the first space of a new line of braille. If a line of poetry is too long for one braille line, the carry-over should begin in the third space of the next line. Blank lines should be left before and after each stanza. In the writing of poetry, if only the title and the first line of the poem (with its carry-over) would appear at the bottom of the braille page, the poem should begin on the next braille page. If it is necessary to divide a stanza between two pages, the division should be made so that at least one line of poetry (with its carry-over) appears at the top or bottom of the braille page, providing it is not the first stanza of the poem. (For special poetry format, see Appendix A.)

33. Scansion, and Stress:

Short or unstressed syllable sign : Long or stressed syllable sign :

a. These signs should be placed before the vowels of the syllables affected. Contractions should not be used in scansion where both stressed and unstressed syllables are shown. Ex:

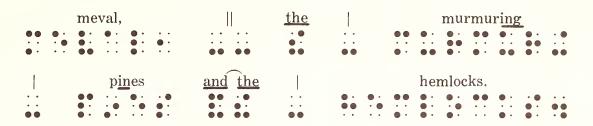


b. End of foot sign | ::

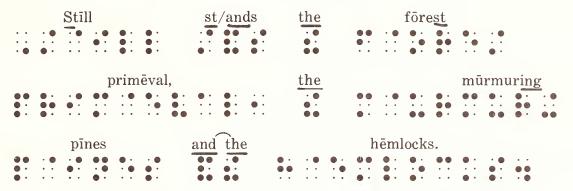
Caesura sign | :: :

These signs should be preceded and followed by a space. Where a foot sign occurs within a word, the hyphen, followed by a space, is used after the syllable ending the foot. Contractions may be used in scansion where stressed or unstressed syllables are not shown. Ex:

Still st/ands the forest pri-



c. Where detailed scansion is not required, the accent sign : is used to indicate stressed syllables. Contractions may be used except where the stressed vowel is part of a contraction. Ex:



RULE X — GENERAL USE OF CONTRACTIONS

- 34. Contractions forming parts of words should not be used where they would obscure the recognition or pronunciation of a word.
 - a. Contractions may be used:
 - (1) Where the letters of the contraction are in the same syllable. Ex:

st/and/ing singh with/er/ed Wright in/form pssst shhhh

(2) Where the letters of the contraction would overlap a minor and/or incidental syllable division. Ex:

handlesofatinyRenoastring/entVand/erbiltKing/stonSeattleLeroyMinneapolisTen/nesseeandanteMonterey

- b. However, a contraction must not be used:
- (1) Where the usual braille form of the base word would be altered by the addition of a prefix or suffix. Ex:

uneasy unlessoned <u>dis/ingenuous</u> squally fruity

EXCEPTION: The ea and the double letter signs bb, cc, dd, ff, and gg should be used even where a word ending or a suffix is added to the base word. Ex:

seaman eggplant ebb/ing stiffly

(2) Where it would violate the primary division between a prefix or a suffix and base word. Ex:					or a suffix and the	
		mishandle	mistru <u>st</u>	predat	te	infrared
		prounion	twofold	freedo	m	<u>ch</u> angea <u>ble</u>
34-c below.		_	ary division occur	rs between the pro	efix and the ro	ot of a word. (See
		reduce	edict	benediction	erupt	profess
		deduce	predict	malediction	erect	profound
		Benedict	Castlerea/gh			-
	(4)	Where base wo	rds are joined to	form a compound	word. Ex:	
		sweetheart	stronghold	blowhard	pa <u>in</u> stak <u>ing</u>	Jamestown
		stateroom	p <u>in</u> eapple	<u>in</u> diaru <u>bb</u> / <u>er</u>	kettledrum	Bighorn
trigraph (t			e of contractions pronounced as or		he pronunciatio	on of a digraph or
		sphere	Boone	hoity-toity	tabl <u>ea</u> u	<u>Sh</u> eean
	(6)	Where two adj	oining consonant	s are pronounced	separately. Ex	
		shanghaied	isinglass	nightingale	din/ghy	fiance
		men/ingitis	lingerie	towhee	Stalingrad	Vandyke
		Wingate	Gingold			
	(7)	Where the use Airedale skedaddle	of a contraction battledore genealogy	n would cause diff tweedledum impermeable	ficul ty in pr onu olea <u>gin</u> / <u>ou</u> s	
c.	GEN	NERAL EXCEP	TION: Contract	ions should be use	ed in such easily	v read words as:
		ar/ound	arise	arose	acknow	l <u>ed</u> ge
		baroness	gover/ness	drought	doughty	7
used in com listed in a g	mon lossa	aterms for a par ary of the book b	ticular subject, su	ach as botany, me or when they are	dicine, music, e explained in th	ractions should be tc., when they are e text as they are cience fiction.
e.]		-word contractio sil <u>ance</u> (for) sil <u>e</u>	ons should be used	rather liberally i depity (for) dep		

 $b\underline{of}e$ (for) $bo\underline{th}$ \underline{thet} (for) \underline{that}

imped/ent (for) impudent huccom (for) how come

must er (for) must have 'stracted (for) distracted

must of

(1) When "t" is replaced by "th" followed by "e", the th contraction should be used.

Ex: matth/er (for) matter

- (2) When "you're" is represented in ink print by "your", the short-form word must not be used, since it does not retain its original meaning.
- 35. Unless their use violates any of the principles of the Rules of English Braille, where there is more than one possible choice in the use of contractions, the selection should be made on the following bases:
- a. Preference should be given to the contractions which save the greatest amount of space. Ex:

Leand/er (not) Leander one/ness (not) oneness

with/er (not) wither th/ence (not) thence

bubble (not) bubble

b. One-cell contractions should be used in preference to two-cell contractions as parts of words. Ex:

prisoner (not) prisoner opponent (not) opponent

stoned (not) st/oned

adher/ed (not) adhered adher/ent (not) adherent

adher/er (not) adherer

haddock (not) haddock

EXCEPTION: The contraction for ence should be used before the letters "d" or "r". Ex:

commenced (not) commenced silencer (not) silencer

c. Where a choice must be made between two consecutive contractions in order to avoid misspelling, preference should be given to the contraction which more nearly approximates correct pronunciation. Ex:

wh/er/ever

dispirit/ed

coher/ence

RULE XI — ONE-CELL WHOLE-WORD CONTRACTIONS

Sign	Word	Sign	Word	Sign	Word
• •	but	• •	like	• •	very
••	can	••	more	• •	will
• •	do	• •	not	••	it
••	every	• • · • ·	people	• • • •	you
••	from	••	quite	• •	as
• •	go	• •	rather	••	and
•••	have	· • · · · · · · · · · · · · · · · · · ·	so	••	for
• •	just	• •	that	• · • •	of
• •	knowledge	• • •	us	• •	the

Sign	Word	Sign	Word	Sign	Word
• •	with	• • • • • • • • • • • • • • • • • • • •	this	• •	still
• •	child	• · · •	which		
• •	shall	• •	out		

36. When any of the above one-cell whole-word contractions is separated by a space from other letters or contractions, it is read as a word, regardless of meaning, except when "do" and "so" refer to musical notes. However, these contractions may be preceded by the contractions for to, into, and by. Ex:

You can have this can of fruit.

He will make a new will.

to have by that into it

a. One-cell whole-word contractions may be joined to other words by the hyphen to form genuine compound words, but, with the exception of and, for, of, the, and with, they may not be used to form parts of words when divided at the end of the line. Ex:

still-life	<u>so</u> -call <u>ed</u>	merry-go-round	out-of-the-way
<u>childish</u>	\underline{s} till \underline{ness}	moreover	$\underline{\text{for}}/\underline{\text{th}}/\underline{\text{with}}$
with- out	which- ever	more- ov <u>er</u>	

b. One-cell whole-word contractions may be used when followed by the apostrophe only in the familiar word combinations listed below. However, they should not be used after the apostrophe, nor in rare or colloquial forms, such as "d'you," "you's," "more'n," "which'll," etc.

can's	<u>can</u> 't	child's	people's	so's	still's
that'd	that'll	that's	will's	<u>it</u> 'd	<u>it</u> 'll
it's	you'd	you'll	you're	you've	

c. One-cell whole-word contractions may be used to represent proper names, and, as such, they may be followed by the apostrophe "s". Ex:

Thomas More Will Rogers Will's hat Will's my friend.

37. The word signs a, and, for, of, the, and with should follow one another without a space between if there is no natural pause between them. If in doubt about the pause, they should be joined. They should not be written together when punctuation or composition signs occur between them. Ex:

He is with the officer of the watch.

The end of a perfect day.

And of course you are right.

And, of course, you are right.

Him we th/ink of and love.

and The Lord said

GONE WITH THE WIND

Prepare for the sacrifice.

RULE XII — ONE-CELL PART-WORD SIGNS

Sign	Contraction	Sign	Contraction	Sign	Contraction
••	and	• •	sh	· • · ·	st
••	for	• • · •	th	· •	ar
••	of	• · · •	wh	· •	ble
• •	the	• •	ed	· • · ·	ing
• •	with	• •	er	• •	en
• •	ch	•••	ou	• •	in
• •	gh	• •	ow		

38. The one-cell signs above must be used as parts of words wherever the letters they represent occur, except when specific rules limit their use. (See Rule X.) Ex:

$\frac{\text{st}}{\text{and}}$	$\underline{\text{for}}/\underline{\text{th}}$	<u>often</u>	<u>theater</u>	with/out	ch/erish
wh/arf	sh/ow/er/in	g	allowable	sigh/ed	<u>inven</u> t

a. The contractions for "ble" and "ing" must never begin a word. However, they may be used in the middle or at the end of a word, and at the beginning of a line in a divided word. Ex:

ingrown	Inge	astring/ent	ling/er	bring/ing
blemish	pro <u>ble</u> m	dou/ble	tr <u>ou</u> - bles	"Sing- ing,"

b. The part-word contractions and, for, of, the, and with should be used in preference to other contractions, provided their use does not waste space. Ex:

office (not) office bathed (not) bath/ed

other (not) oth/er then (not) th/en

calisthenics (not) calisth/enics Leand/er (not) Leander

Ex:

with/er (not) wither

th/ence (not) thence

afford (not) afford

- c. The contraction for st may be used for the abbreviations for St. (Saint) or St. (Street).
- d. Part-word signs which have no whole-word meanings may be contracted when they stand alone, e.g., Ed (name), er (vocal sound), Ow! (exclamation). However, the contractions for en and sh must not be used alone, since these contractions represent the whole-words for "enough" and "shall."
- e. In proper names, when the letters "gh," "sh," and "th" are pronounced as one sound, these contractions should be used. However, where a syllable division occurs between these letters, the contractions should not be used. Ex:

Townsh/end (sh pronounced in second syllable)

Brigham	Chatham	Chisholm

RULE XIII — LOWER SIGNS

Sign	Contraction	Punctuation	Sign	Contraction	Punctuation
• •	ea	,	• •	were gg	()
• :	be bb	•	• •	his	" ?
••	con cc	:	· · · · · · · · · · · · · · · · · · ·	in	
• •	dis dd			into	
• •	en enoug	h	· · · · • • • • • • • • • • • • • • • •	was by	"
• •	to ff	!	· · · · · · · · · · · · · · · · · · ·	com	-

39. The lower signs which represent the words "be," "enough," "were," "his," "in," and "was" may be preceded by the capital and/or italic sign, but must not be in contact with any other letter, contraction, word, or punctuation sign. Ex:

$\underline{\text{It}}$ may be.	Was it as you th/ought it was?
$\underline{\mathrm{En}}/\underline{\mathrm{ou}}/\underline{\mathrm{gh}}$'s $\underline{\mathrm{en}}/\underline{\mathrm{ou}}/\underline{\mathrm{gh}}$.	The would-be actor.
So you were.	"Was he a good-en/ou/gh player?"
These were his books.	So you were—were you?
"Were they his?"	My mother-in-law is my only in-law.
Arriving (in time) I walked in.	shut-in (but) shut-ins

However, these signs should be used where they are no longer in contact with the hyphen.

built- good- wouldin enough be

40. Any number of lower signs should follow one another without a space if one of them is in contact with a sign containing dot 1 or dot 4. Although the italic sign contains a dot 4, it is not to be considered an upper sign. Ex:

like-dis/en-

a. Two or more lower signs must not follow one another when they are not in contact with an upper sign containing a dot 1 or a dot 4. $\mathbf{E}\mathbf{x}$:

Was that his?

in- "dis- conduce play" duct

b. When two or more lower-sign contractions follow one another without being in contact with an upper sign, the final lower-sign contraction must not be used. Ex:

 $\underbrace{\frac{\text{com}}{\text{in'}}}_{\text{cur}}$ $\underbrace{\frac{\text{to}}{\text{con}}}_{\text{cur}}$ $\underbrace{\frac{\text{to}}{\text{dis}}}_{\text{gage}}$ He is $\underbrace{\frac{\text{to}}{\text{b}}}_{\text{e}}$ a man.

41. There should be no space between the lower-sign contractions to, into, and by and the word which follows if there is no natural pause between them. If in doubt about the pause, they should be joined. Wherever "into" must be written out, the in sign should be used. Ex:

I meant to get into town by noon.

It was referred to yest/er/day.

He was passed by while others were taken.

What trou/ble have you gotten into this time?

to and fro to or from by and by by and large

a. The lower signs to, into, and by may not be contracted before any punctuation sign, but may be used before composition signs and abbreviations for special ink-print symbols. They should not be used as parts of words or in compound words. Ex:

They voted by "yeas" and "nays".

They came to (verbal) blows.

Give it to 'im.

"To err is human."

Pay up to \$16.

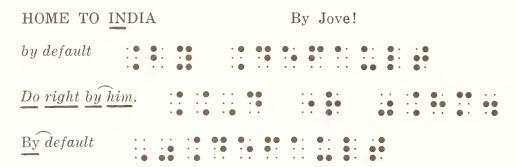
It was by default.

It last/ed from 1914 to 1918.

Increase it by 3%.

tow/ards tobacco to-do

b. The contractions for to, into, and by may be preceded or followed by a capital sign or an italic sign, but they should not be used when they are both preceded and followed by a capital sign, nor when they are both preceded and followed by an italic sign. Ex:



42. The lower-sign contractions for <u>ea</u> and the double-letter signs <u>bb</u>, <u>cc</u>, <u>dd</u>, <u>ff</u>, and <u>gg</u> must be used only when these letters occur between letters and/or contractions within a word. They must never begin or end a word. **Ex**:

mean	r <u>ea</u> lize	eat	sea	seas
rubb/ed	toba <u>cc</u> o	add	cuff	eggs

a. They should not be used when in contact with a hyphen or an apostrophe. Ex:

sea-island sou'east ebb-tide sh/eriff's rea- "add-son ed"

b. These contractions must not be used where the letters are separated by a primary syllable division. (See 34-b-2.) Ex:

preamble agreeable readjust dumbbell headdress permeable subbasement wiseacre

EXCEPTION: The signs for <u>bb</u>, <u>cc</u>, <u>dd</u>, <u>ff</u>, and <u>gg</u> may overlap syllable divisions which occur between a prefix and the root of a word, since to use them would not obscure recognition. **Ex**:

accept address affect aggressive

c. Always use any alternative one-cell contraction in preference to ea and the double-letter signs. Preferences:

near heart bear ar to ea as in ble to bb bub<u>ble</u> dabble as in sacch/ar/ine bacchanal ch to cc as in ed to dd as in p<u>ed</u>dle m<u>ed</u>dle of to ff office proffer as in for to ff effort as in afford

d. However, where the same space is saved, use any lower one-cell contraction in preference to a two-cell contraction. Preferences:

dd to had	as in	Haddon Hall	haddock
en to one	as in	opponent	
er to here	as in	adh <u>er/en</u> t	

43. The lower part-word contractions be, con, and dis may be used only as syllables at the beginning of a word or at the beginning of a line in a divided word, except that they may be used after a hyphen in a compound word. As part-word contractions, they must not stand alone as syllables at the beginning of a line in a divided word. They may not be used when in contact with a hyphen in a divided or in a syllabized word. Ex:

<u>be</u> lieve	dish	un- becoming	dis- pleasure	ba- con
concept	<u>in</u> distinct	disconnect	Congress	McConnell
self- <u>con</u> trol	dis-con-cert (syllabizing)		may- be
				DE

a. The contractions for <u>be</u>, <u>con</u>, and <u>dis</u>, when used in a complete word, should be used in the abbreviation of the word. They must not be used if they comprise the entire abbreviation, nor may <u>con</u> be used as a whole word. **Ex**:

b. The contractions be, con, and dis must never be used before the apostrophe, but they may follow it. Ex:

O'Connor be'ave dis'armony

44. The lower part-word contraction <u>com</u> may be used at the beginning of a word or of a line in a divided word, but it need not be a syllable. It must never be used in contact with a hyphen, a dash, or the apostrophe. It may be used after the capital or italic sign, unless it immediately follows a hyphen or a dash on the same line of writing. Ex:

commerce	Comb	Com'ere		
come	com/ing	Company		
com- m <u>ence</u>	I will—come what may.	Will 'e 'commodate me?		
anti-Communi <u>st</u>				
The book—comparatively—is not good.				

RULE XIV — INITIAL-LETTER CONTRACTIONS

Dot-5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
· · • • · · · · · · · · · · · · · · · ·	day		name	· · · • · • · · • · · • · · • · · • · · • · · • · • · • · · · • · · · • · · · • · · · • · · · • · · · • ·	work
· · • · · · · · · · · · · · · · · · · ·	ever	· · · • · · · · · · · · · · · · · · · ·	one	· · · • • · · · · · · · · · · · · · · ·	young
• • • •	father		part		there
	here		question	· · • · · · · · · · · · · · · · · · · ·	character
	know		right	· · · • • · · · · · · · · · · · · · · ·	through
· · • · · · · · · · · · · · · · · · · ·	lord		some	· · · · · · · · · · · · · · · · · · ·	where
· · • • · · · · · · · · · · · · · · · ·	mother	· · · • · · · · · · · · · · · · · · · ·	time	· · • · · · · · · · · · · · · · · · · ·	ought
		• • • •	under		

Dots 4-5 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
	upon	· • · • · · · · · · · · · · · · · · · ·	these		whose
· • · • • · • · • · • · • · • · • · • ·	word	· • • • • • • • • • • • • • • • • • • •	those		

Dots 4-5-6 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
• • • • • • • • • • • • • • • • • • • •	cannot	· • • • • · · · · · · · · · · · · · · ·	many		world
· • • · ·	had	· • · • · · · · · · · · · · · · · · · ·	spirit	· • · • · · · · · · · · · · · · · · · ·	their

45. Initial-letter contractions may be used either as words or parts of words when they retain their original sound.

EXAMPLES

	Used	Not Used
day	day/time dogdays yest/er/day	whaddaya (dialect)
ever	everywhere several lever	evert sever/ity fever
father	fatherly grand/father step-father	
here	here/with adheres cohere	heresy sphere (see b. below)
know	knows unknown acknowledge	
lord	lordly over/lord	
mother	motherly smother/ed grand/mother	
name	namely renamed surname	<u>en</u> amel
one	(see a. and b. below)	
part	partial particular repartee	Par/thenon (see c. below)
question	questionnaire unquestionable	
right	rightly sprightly bright	
some	(see d. below)	(see d. below)
time	times timer maritime	centime centimeter Mortimer
under	undertake blunder th/under	b <u>ound/er</u> laund <u>er</u> underiv <u>ed</u>
$\underline{\text{work}}$	work/ing unworkable handiwork	
young	young/st/er youngest	
there	there/in thereby	ethereal gathered
character	characteristic characterize	
through	through/out	
where	where/in where/upon nowhere	(see f. below)
ought	oughtn't bought th/ought/less	Hou/ghton
	doughty drought	
upon	there/upon	coupon
word	word/ing	sword
these	these	theses
had	hadn't hadji <u>Had</u> ley	hades shade (see e. below)

Ex:

		Used			Not Us	ed
many	manysided	Ger/many				• •
spirit	spiritual	unspirit/ed		(see f. b	elow)	
world	worldly	under/world				• •
their	theirs				• • • • • •	• •
			EXCEPTION	NS		
a. syllable, bı		action for <u>one</u> m not be used whe				oth in the same
	one/ness	money	ph <u>one</u>	m <u>one</u> t <u>ar</u>	УУ	h <u>one/st</u>
	phonetic	pioneer	colonel	coronet		anemone
		"d," "r," or "n" preference to the				for ed, er, and
	poisoned	prisoner	soone	r on	er/ous	component
	adher/ed	adher/er	coher	/ent		
c. any variati		ction for part mord "take." Ex:	ust always be	used unless the	e prefix "par	r" is followed by
	party		partial		impartial	
	partake	p <u>artaken</u>	p <u>ar</u> tak <u>er</u>	partakes	p <u>artaking</u>	partook
d. original so		ction for <u>some</u> sh here they form a		•	_	sents retain their
	some/times	s h <u>and/s</u>	omer	hand/some/st		
	blossomed	gasome	t <u>er</u>	somersault	<u>ch</u> ro	mosome
e. for <u>had</u> . I	Any altern Ex:	ative one-cell co	ntraction show	ıld be used in p	oreference to	the contraction
	ha <u>dd</u> ock	На	a <u>dd</u> on Hall	$\underline{\mathbf{sh}}$ ac	low	
f.	Where a ch	oice must be mad	le between two	consecutive con	tractions to a	avoid misspelling,

wh/er/ever wh/ere'er dispirit/ed

preference should be given to the contraction which more nearly indicates correct pronunciation.

RULE XV — FINAL-LETTER CONTRACTIONS

Dots 4-6 Contractions

Sign	Letters	Sign	Letters	Sign	Letters
· • • • • · · · · · · · · · · · · · · ·	ound	· • • • • • • • • • • • • • • • • • • •	sion	· • · • · • · · · · · · · · · · · · · ·	ount
	ance	· • · • · • · · • · · · • · · · · · · ·	less		
		Dots 5-6 Cor	ntractions		
Sign	Letters	Sign	Letters	Sign	Letters
· · · · · · · · · · · · · · · · · · ·	ence		ful	· · · · · · · · · · · · · · · · · · ·	ment
	ong		tion	· · • • • · • · • · • · • · • • • • • •	ity
		· · · • · · · · · · · · · · · · · · · ·	ness		
		Dot 6 Cont	ractions		
	Sign	Letters	Sign	Letters	

46. Final-letter contractions should be used in the middle or at the end of a word, or at the beginning of a line in a divided word. They may never begin a word nor be used alone as a whole word, nor should they be used when preceded by the hyphen or the apostrophe. Ex:

ally

ation

grey'ound 'Tion! con-sti-tu-tion uselessness **EXAMPLES** Used Not Used found foundry 'ounds ound Frances ance <u>ch</u>/<u>ance</u>llor ancestor expression/less Sion sion confusion lessee less bless/ing careless less lesson Rountree ount country county am<u>ount</u> fences commence/ment encephalitis ence th/ence (see a. below) mongrel pongee tongue incongruous ong congruous

almost

alm

		Used	Not Used
ful	carefully cheer/ful		fulfill unfulfilled
tion	diction fractional	•	• • • • • • • • • • •
nagg	finesse business	Ten/nessee	Nesselrode
ness	Thesse business	Tell/ Hessee	Nesselfode
	(see b. below)		(see b. below)
ment	memento com/men	<u>t</u>	mental
ity	pity deity		hoity-toity (see c. below)
ation	(see d. below)		(see d. below)
ally	rally/ing usually	really	ally re-ally (see c. below)
		EXCEPTIONS	
	The contraction area		od bor ((d)) on ((n)). Erro
•	a. The contraction ence s	hould be used when followe	ed by d of r. Ex:
	commenced	sil <u>ence</u> r	
1	o. The contraction ness s	hould be used in such easi	ly read words as:
	baroness g	ov <u>er/ness</u> lio <u>ne</u>	<u>ss</u>
but not	where the root word ends	in "en" or "in." Ex:	
	<u>ch</u> iefta <u>in</u> ess	citiz <u>en</u> ess	
	c. The contractions ity a	and <u>ally</u> should not be use	ed where "y" has been added to a base
	fruity	squally	
	d. The contraction ation x:	should be used in preferen	ce to the letter "a" and the contraction
	education	st/ation/ary	ration
	RU	LE XVI — SHORT-FORM	WORDS
ab	about	alr already	bes beside
abv	above	al also	<u>be</u> t between
ac	according	al <u>th</u> although	<u>be</u> y beyond
acr	across	alt altogether	bl blind
af	after	alw always	brl braille
afn	afternoon	bec because	<u>ch</u> n children
afw	afterward	<u>be</u> f before	<u>con</u> cv conceive
ag	again	<u>be</u> h behind	concvg conceiving
agst	against	<u>be</u> l below	cd could
alm	almost	bon bonooth	dev deceive

<u>be</u>n

beneath

deceive

dcv

devg del delg ei	deceiving declare declaring either	mch mst myf nec	much must myself necessary	rjcg sd <u>sh</u> d s <u>ch</u>	rejoicing said should such
fst	first	nei	neither	themvs	themselves
fr	friend	o'c	o'clock	thyf	thyself
gd	good	onef	oneself	td	today
grt	great	ourvs	ourselves	tgr	together
herf	herself	pd	paid	tm	tomorrow
hm	him	percv	perceive	tn	tonight
hmf	himself	percvg	perceiving	wd	would
imm	immediate	perh	perhaps	yr	your
XS	its	qk	quick	yrf	yourself
xf	itself	rcv	receive	yrvs	yourselves
lr	letter	rcvg	receiving		
11	little	rjc	rejoice		

47. Short-form words should be used alone or as part of a word. Ex:

acly (accordingly) afws (afterwards) <u>bess</u> (besides) undevd (undeceived) fstly (firstly) <u>belld</u> (belittled)

a. Short-form words must not be divided at the end of a line, but they may be separated from any syllable addition. Ex:

imm- ly	(not)	im- mly	(immediately)
percv	(not)	per- cv	(perceive)
mis-	(not)	miscon-	(misconceive)
concv		cv	

b. A short-form word should be used as the whole proper name only. Ex:

Louis Brl (Braille) Thomas Ll (Little)
(but not)

Hapgd (Hapgood)

Note: Short-form words which are common words are not to be considered as proper names when they appear in names of books, articles, chapter headings, publishers' names, etc. Ex:

Dooll (Doolittle)

Childrens Press MY FRIENDLY ENEMY

c. An addition may be made to a short-form word provided it does not result in incorrect spelling. Ex:

declar/ation (not) delation (declaration)

d. An addition may be made to a short-form word only if it retains its original meaning and would not obscure recognition of the word. Ex:

m <u>st</u> n't (mustn't)	(but not in)	mu <u>st</u> a <u>ch</u> e
afma <u>th</u> (aftermath)	(but not in)	raft <u>er</u>
lrpress (letterpress)	(but not in)	bloodlett <u>er</u> (a bleeder)

e. An addition may be made to a short-form word provided the combination does not violate lower-sign rules. (See Sec. 43.) **Ex:**

preconceive	(not)	preconcv
pre- concv	(not)	pre- concv

f. An addition may be made to a short-form word provided the combination could not be mistaken for, or have the appearance of, another word. The short-form words for "after," "blind," or "friend" should not be used when followed by a vowel. However, they may be used when followed by a consonant, or a hyphen in a divided word. Ex:

	Used			Not Used		
blindfold	blind/ness	purblind	blinder	blindage	bl <u>inded</u>	blindest
friendly	friend/ship	$\frac{\text{friends}}{\text{ing}} \frac{\text{be/friend-}}{\text{ing}}$	befriend	ed		
afterbirth	there/after	after- effect	aft <u>ereff</u> e	ect aft <u>er</u>	image	

g. A short-form word must not be used if it would cause confusion in pronunciation or in the recognition of an unusual word. Ex:

<u>stirabout</u>	(a	porridge)	(no	t)	stirab
Port Said			(no	ot)	Port Sd

- h. The apostrophe should always be inserted in the exclamation "h'm!" (hm!) to distinguish it from the short-form word for "him" (hm).
- i. When the proper names "Al" or "Ab" appear at the beginning of a sentence, they should be preceded by the letter sign to distinguish them from the short-form words for "also" or "about"

APPENDIX A — SPECIAL FORMATS

- 1. Paragraphing: Where space-saving is desirable, three blank spaces may be left within a line to indicate a new paragraph. If the end of a paragraph ends a braille line, the next paragraph should begin in the fourth cell of the next line. (This practice is occasionally used in magazines.)
- 2. **Poetry:** Where space-saving is desirable, poetry may be written as prose. Each stanza should begin in the third space of a new line, and three blank spaces should be left between poetic lines. If a poetic line finishes a braille line, the last word of the poetic line must be carried over to the next braille line. (This practice is occasionally used in magazines.)
- 3. Breaks in Context: A series of dots, used in ink print to indicate a break in text, may be shown in braille by three asterisks centered on a separate line and divided from each other by a space. Ex:

....

- 4. **Termination Line:** Where it is desirable to indicate ends of articles, stories, etc., a line of 12 consecutive dots 2-5 should be centered on a new line. No blank lines should be left above or below the termination line. However, if there is insufficient room below the termination line for the heading and the first line of text, the new item should begin on a new page. (This format is primarily employed in magazines.)
 - 5. Tabular Material: Tabular material can, and should, be reproduced wherever possible.
- a. Unless there is space to include the entire table on the same braille page where it follows in context, it is usually best to emboss a table on a separate page, or pages, by itself, with proper reference to its placement inserted in brackets in the text. In such cases, a table should be placed on the braille page following reference to it in the text. To avoid waste of space on the page of text where reference to the placement of the table is inserted, continue the text to the end of a braille page. Then, whether or not the page of the text completes a sentence, begin the table at the top of the next braille page, continuing for as many pages as necessary to complete the table. If the ending of the table does not coincide with the end of the braille page, leave the remainder of the page blank, and continue with the text on the next braille page.
- b. If a table is short and can be reproduced in the same columnar form as in ink print, follow copy. (EXCEPTION: Where in ink print the material is centered within columns, it should be left-justified in braille.) If the table can be completed on the same braille page where it would normally follow in context, do not place it on a separate braille page; or, if an evaluation of the table would indicate that its usefulness would not be impaired by continuing it on another page, it may follow in context where it appears in the ink-print copy, even though it could be contained in its entirety on a separate braille page. In setting up a table in columnar form, observe the following:
 - (1) Leave a blank line preceding and following the title of the table.
- (2) If space permits the inclusion of the perpendicular rules (or lines) shown in ink print, then both the perpendicular and horizontal lines should be reproduced. In such cases, the heavy (or sometimes double) horizontal lines in ink print should be represented in braille by a line of dots 2-3-5-6, and the heavy (or double) perpendicular lines by columns of dots 1-2-3-4-5-6.

Similarly, the lighter (or single) horizontal lines should be represented by braille lines of dots 2-5, and the lighter perpendicular lines by columns of dots 4-5-6. At least one blank cell should precede and follow each perpendicular line, although no blank lines should be left between the horizontal lines and the material which precedes or follows them, except that a blank line should be left both before the first horizontal line of the table and following the last line ending the table.

- (3) If space does not permit the inclusion of the perpendicular rules (or lines) in braille, the horizontal lines should usually be retained, particularly the beginning and ending lines. At least two blank cells should be left between each column of the braille table, including column headings, even though this may necessitate using more than one braille line for the information given in the *first* column at the margin, as well as the column headings.
 - (4) Condense and abbreviate column headings as necessary.
 - (5) Do not divide integral numbers into two lines in order to fit them into the columns.
- (6) Insert leaders (guide lines of dot 5) if there are wide spaces between columns, whether or not perpendicular lines are used, to aid the reader in following the braille lines across the page from column to column.
- (7) Insert dashes in columns to indicate blanks or omissions in the ink-print table.
- (8) If a table must be continued on a succeeding page, or pages, the title of the table must be repeated at the top of each braille page (abbreviated if necessary), with the word "Continued" at the end. The rulings and headings of each column should be repeated in the same manner as on the first braille page of the table.
- (9) Footnotes to tables should be placed at the bottom of the same braille page on which references to them appear. (See 22-c.)
- (10) Sometimes it is feasible to emboss a table in tabular form on two facing braille pages. In such cases, the table should begin on the left-hand page. (In hand-transcribed or one-side braille, this requires the front side of the page to be blank, although the braille page number should be placed in the upper right-hand corner of the blank side). Follow the procedures listed in (1)-(9) above. Additionally, on the left-hand page, insert the following note (with a blank line both preceding and following) between the title and the table itself: "Read this table across facing pages." On the right-hand page, insert the braille page number in the usual position in the upper right-hand corner. Begin the table on the same braille line it begins on the left-hand page, leaving all lines blank until this line is reached. Be sure to continue the copy line-for-line so that the reader can follow it line-for-line across the two facing braille pages. The information in the first column of the left-hand page may be repeated as the first column of the right-hand page as an aid to the reader. If such a table is not completed in the first set of two facing braille pages, it may be continued in like manner on succeeding facing pages. However, it is not necessary to repeat the note on the left-hand page of succeeding pages.

The table at the top of page 51 can be spaced to fit in columnar form on a 25-line, 36-cell page:

c. If a table is too wide to fit into the braille line in columnar form, the material can be written in paragraph form, and the table may follow the ink-print sequence of text if this does not break into context; otherwise, it should be placed on a separate page, or pages, in accordance with

STATISTICS ON ORDERS, INVOICES, AND GIFTS, FISCAL YEAR 1942 AND 1943

	1943	1942
Items ordered	35,545	26,639
Invoices received	6,481	5,523
Invoices certified for payment	5,469	5,597
Gift request sent	3,958	2,057
Acknowledgments of gifts	5,238	4,401
Serial items checked in	531,529	120,240

Sec. a, above. In embossing a table in paragraph form, observe the following:

- (1) Leave a blank line preceding and following the title of the table.
- (2) Indent two spaces, and insert the following note (which may necessitate some slight rewording of the column headings to conform with good English usage and to provide clarity):

Note: In this table, columns follow each other in this order: Heading of Column I, followed by a colon; then the headings of Columns II, III, IV, etc., each followed by a semicolon.

- (3) Leave another blank line, and then begin the actual text of the table at the margin, starting with the information in the first line of the first column, followed by a colon. Continuing on the same braille line, follow across the first line of the ink-print table with the information from the second column followed by a semicolon, the material from the third column followed by a semicolon, etc.
- (4) Only the first braille line of each ink-print line of the table should begin at the margin, all runovers beginning in the third cell.
- (5) Always repeat the dollar sign, per cent sign, year, bushels, etc., for each term of each column.
- (6) Where there are blanks or dashes in the ink-print table, indicating omission or lack of information, a dash of of information, a dash of of information will be apparent to the reader.
- (7) Footnotes to tables should be placed at the bottom of the same braille page on which references to them appear. (See 22-c.)

Following is a sample table showing the original ink-print and the braille format:

STATISTICS OF SERVICE OF THE LAW LIBRARY, FISCAL YEARS 1942 AND 1943

	19	943	1942	
Services	In Main Building	At the Capitol	In Main Building	At the Capitol
Number of readers	18,835	5,954	30,914	6,517
Number of books issued for use inside Library	49,538	13,273	*	*
Number of books issued for use outside Library	5,170	2,659	5,724	6,319
Reference inquiries and requests for books received by telephone	32,516	3,911	34,563	9,327
Reference inquires answered by correspondence.	365	190	375	191

^{*}Record not kept.

Braille Format

STATISTICS OF SERVICE OF THE LAW LIBRARY, FISCAL YEARS 1942 AND 1943

Note: In the following table the service rendered is followed by the statistics In Main Building for 1943; by the statistics At the Capitol for 1943; by the statistics In Main Building for 1942; by the statistics At the Capitol for 1942:

Number of readers: 18,835; 5,954; 30,914; 6,517.

Number of books issued for use inside Library: 49,538;

13,273;*;*.

Number of books issued for use outside Library: 5,170; 2,659; 5,724; 6,319.

etc.

- 6. Test Materials: Test materials should be embossed in braille in such a manner that there will be a minimum of time lost in reading by the blind person being tested. In general, it is recommended that the following practices be used:
 - a. Begin each test on a new braille page.
 - b. Do not divide words at the end of lines.
 - c. In so far as possible, avoid carrying parts of questions over to another braille page.

^{*}Record not kept.

If a question is too long to be completed on one braille page, without undue waste of space, divide the question at a logical break in thought which will minimize referring back and forth between the braille pages.

- d. In tests which direct that the answers be written on a separate sheet, list all answer choices in column form, and complete each choice on a single braille line if the choice itself does not require more than one braille line.
- e. In tests employing the underscoring method, it is not necessary to write the choices in column form, but each answer choice should be completed on the line of braille on which it begins, if it does not itself require more than one braille line. In order to give adequate space for underscoring, leave a blank line after each answer choice.*
- f. In true-false tests (which are designed for underscoring), write the question first, and the letters "T" and "F" (omitting the capital or letter sign and parentheses) at the end of the question. The "T" and the "F" should be separated by two spaces from the end of the question, and from each other. Blank lines should be left between questions to facilitate underscoring.*

form:	7. Outlines: In writing outlines, considerable space can be saved by using the following
	(1) Begin each main division in the third cell of the braille line.
	(2) Indent successively two additional cells for the beginning of each subdivision.
	(3) Bring all runovers of each main division, or subdivision, to the margin. Ex:
	I
	A
	1
	a
	(I)
	(A)
	etc.

8. Plays and other dramatic materials should be reproduced in the following form:

[&]quot;This practice should be used in test materials intended for one-time use. In permanently bound texts, the ink-print copy should be followed as to spacing and columnar form, and directions should be inserted for writing the answers separately, in order not to mutilate the text.

a. Stage Directions:

- (1) Italics should be omitted for *all* stage directions, settings, etc., and the braille parentheses should be substituted for *all* brackets found in the ink-print copy.
 - (2) Stage settings of scenes should be written in paragraph form.
- (3) Stage directions for coming on and off stage, including runovers, should be indented four spaces.

b. Characters:

- (1) Omit italics in names of characters introducing dialogue, but include them where they appear in dialogue for voice emphasis. Use only the single capital sign before all names of characters.
- (2) The names of all characters should begin at the margin, and all runovers of dialogue should be indented two spaces. Never center names of characters.
- (3) The name of each character should be followed by a period, and the dialogue should begin on the same line.
 - c. Each act, as well as the list of characters, etc., should always begin a new page.
- d. **Poetry:** Where plays are printed in poetic form, begin the first line of dialogue on the same line with the name of the speaker, after the period. All other lines of poetry should be indented two spaces, and all runovers should be indented four spaces, to preserve the poetic form. Stage directions for coming on and off stage, including runovers, should be indented six spaces.

APPENDIX B — FOREIGN LANGUAGES

(See Rule V, Sections 24-26.)

1. French Accented Letters:

Sign	Letter	Sign	Letter
••	ç cedilla	• • • •	ô circumflex
• •	é acute	• · · •	û circumflex
•••	à grave	• •	ë with diaeresis
• •	è grave	• • •	ï with diaeresis
• •	ù grave	• •	ű with diaeresis
• •	â circumflex	• •	æ diphthong
• •	ê circumflex	• •	œ diphthong
• •	î circumflex		

2. Italian Accented Letters:

Sign	Letter	Sign	Letter
• •	à grave	• • •	â circumflex
••	è grave	• •	ê circumflex
• •	ì grave	• • • • • • • • • • • • • • • • • • • •	î circumflex
· • · · ·	ò grave	• • • •	ô circumflex
• •	ù grave	• • • • • • • • • • • • • • • • • • • •	û circumflex

3. Spanish:

a. Accented Letters:

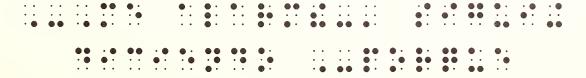
Sign	Letter	Sign	Letter
• •	á acute	• •	ú acute
• •	é acute	• • • • • • • • • • • • • • • • • • • •	ñ with tilde
· • · ·	í acute	• •	ü with diaeresis
· • · ·	ó acute		

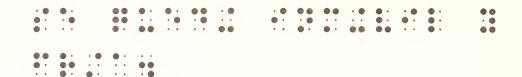
b. Punctuation Signs:

Sign	Meaning	Sign	Meaning
• •	¿ ? (to be placed before and at the end of sentence or word)		Opening conversation sign*
• •	; ! (to be placed before and at the end of sentence or word)	• • •	Closing conversation sign*

^{*}To be used where dashes appear in ink-print copy. These signs should be written without a space between them and the first or ending word of conversation. Ex:

-Me alarmé-siguió diciendo-porque se quedó inmóvil y fría.





4. German Accented Letters:

Sign	Letter	Sign	Letter
• •	ű modified	· • · • · · · · · · · · · · · · · · · ·	ã modified
· • · · · · •	ő modified		

5. Latin Diphthongs and Vowel Signs:

Sign	Diphthong	Sign	Vowel Sign
· • · • · • · • · • · • · • · • · • · •	æ diphthong	· • · •	Long vowel sign
• •	œ diphthong	: • : •	Short vowel sign

a. The diphthongs may also be used when the letters are written separately, but they should be avoided with a diaeresis, even if the diaeresis is not printed. Ex:

poeta

- b. The vowel signs should precede the individual letters affected.
- 6. Greek:
- a. International Greek Alphabet:

Sign		Greek etter		English Translit- eration	Sign	1	Gree Lette		English Translit- eration
• •	A	a	alpha	a	• • • • • • • • • • • • • • • • • • • •	Н	η	eta	ē
• •	В	β	beta	b	• • • •	(1)	θ	theta	th
••	Γ	γ	gamma	g	• •	I	ι	iota	i
• •	Δ	δ	delta	d	• • • • • • • • • • • • • • • • • • • •	K	κ	kappa	k
• · · •	E	€	epsilon	e	• · • · • ·	Λ	λ	lambda	1
• •	Z	ζ	zeta	Z	• • • • •	M	μ	mu	m

Sign		Gree Lette		English Translit- eration	Sign		Gree Lette		English Translit- eration
• •	N	ν	nu	n	• •	T	ч	tau	t
• • • • • • • • • • • • • • • • • • • •	Ξ	ξ	xi	x	• · · · · · · · · · · · · · · · · · · ·	Υ	υ	upsilon	y, u
• •	0	0	omicron	0	••	Φ	φ	phi	ph, f
• • · · · · · · · · · · · · · · · · · ·	П	π	pi	p	• • • • • • • • • • • • • • • • • • • •	X	χ	chi	ch, k
• •	P	ρ	rho	r, rh	• •	Ψ	ψ	psi	ps
· •	Σα	σ or	s sigma	S	• •	Ω	ω	omega	ō

b.	Accented Vowels:	Acute (/)	Grave (\)	Circumflex (A)
	alpha	• •	• •	• · •
	epsilon	••	••	
	eta	• •	• •	• • • • • • • • • • • • • • • • • • • •
	iota	• • • • • • • • • • • • • • • • • • • •	· • · ·	• • • • • • • • • • • • • • • • • • • •
	omicron	· • · · · · •	· • · · · • • • • • • • • • • • • • • •	
	upsilon	• · • • · •	• •	• ·
	omega	• •	•	. •

c. Other Special Signs:

Sign		Meaning	Sign		Meaning
••	ι	Iota subscription	•••	6	Spiritus asper (rough breathing)
• •	;	Question mark (written in ink print as a semicolon)	· · •	,	Spiritus lenis
• •	_	Sign for long vowel	· • · •	,	Chief stress sign
: : : •	U	Sign for short vowel	• •	,	Secondary stress sign

APPENDIX C — OTHER GRADES OF BRAILLE SPECIAL BRAILLE CODES

- 1. Other Grades of Braille: While English Braille Grades 1 and 2 constitute the official systems in English-speaking countries, the following systems are also extant, manuals for which may be obtained from the American Printing House for the Blind, 1839 Frankfort Avenue, Louisville, Kentucky 40206:
- a. Grade 3 Braille: This system is an extension of Grade 2, by using additional contractions and short-form words, and by the use of outlining (the omission of vowels). Grade 3 contains more than 500 contracted forms and is used mainly by individuals for their personal convenience.
- b. Braille Shorthand: This system is designed for use by blind stenographers, and consists of highly contracted forms for writing words, phrases, and letter groups of frequent occurrence in commercial usage.
- c. Revised Braille Grade 1½: This system was much less contracted than English Braille Grade 2, employing only 44 one-cell contractions. Its use was confined mainly to the United States where it was the official code from 1918-1932. Copies of this code are now no longer available.
- 2. Special Braille Codes: In addition to literary braille, specialized braille codes are employed for the writing of music, mathematics, scientific formulas and materials for other specialized fields. Special codebooks covering these notations are available from the American Printing House for the Blind, 1839 Frankfort Avenue, Louisville, Kentucky 40206.

APPENDIX D — DIACRITICS AND PHONETICS

- 1. Diacritics: The following system of braille diacritics has been devised for the written representation of word pronunciations in text materials, glossaries, and dictionaries. It will be noted that this braille diacritical code is somewhat simplified, and that many minor differences of pronunciation have been grouped under each mark, such grouping being based on the table of "Symbols Used to Indicate Pronunciation without Respelling" as given in WEBSTER'S NEW COLLEGIATE DICTIONARY; Second Edition. Where the less abridged pronunciation is employed in books being embossed, the braillist will have to refer to the table below for guidance in editing copy for transcription. Since readers generally are not familiar with diacritics, it is recommended that, except in books for students, braille representations of pronunciation be omitted.
- a. Table of Diacritics: The following braille characters represent only the diacritical marks, and not the letter and the mark. Thus, diacritical marks should always be followed immediately by the braille letters which they affect. All words employing braille diacritical marks should be written in uncontracted braille.

Italics:

Italic sign. This sign affects all the letters of a word which follow it, unless its force is terminated by dots 6, 3. When the italic sign occurs in the pronunciation, its termination is not necessary.

italic separation sign. This sign is used to terminate the force of an italic in the middle of a word. (See italic sign above.)

Foreign Words:

This sign, followed by a space, precedes a vocabulary word to indicate that the word is from a foreign language which would usually be printed in italics when found in English context. Ex:

Accents:

- Principal or primary syllable stress.
- · Secondary syllable stress.

Hyphens:

- Hyphen used to divide words at end of line.
- •• Hyphen used before unstressed syllables.
- ••• Compound hyphen used in compound entry words only.

Macrons:

- Macron used to indicate the long sound of the vowels as in āte, scēne, mīne, cōld, ūnit.
- Macron with superimposed dot, or short vertical line, as in fâtality, êvent, ôbey, circûlar.

Breves:

- Breve used to indicate the short sound of the vowels as in ăt, ědge, begĭn, stŏp, cŭt, and the sound of ĭ as in fear (fĭr) and weird (wĭrd), and ę in here (hĭr).
- Breve with italicized \check{a} , \check{e} , \check{i} , \check{o} , \check{u} , as in \check{a} ffect, nov \check{e} l, char \check{i} ty, c \check{o} mpare, foc \check{u} s.
- Breve with superimposed circumflex, to precede o as in soft, dog.

Circumflex:

Circumflex as in râre, lôrd, bûrn.

Diaeresis:

- Diaeresis used to precede ä as in fär, and ü as in Debüssy (de bü'se').
- Semi-diaeresis used to precede à as in ask.
- Semi-diaeresis with italicized à as in sofà, ideà.

Tilde:

Tilde to precede e as in writer or e in rumor (roo'mer).

Straight Line Over oo:

To precede first o as in moon.

Curved Line Over oo:

To precede first o as in foot.

Tie Bar in dū, tū, or deu (dū):

To precede dû or tû as in verdûre and cultûre, and deu as in grandeur (grăn'dûr).

Vocal 4h:

Used to indicate the vocal th as in then.

French Nasal N:

Used to indicate the French Nasal N.

Schwa ə:

- Used in some dictionaries to express unstressed vowels.
- b. Presentation of Diacritics in Text: When word pronunciations are included in text, they should be inserted in brackets immediately following the words being illustrated.

- (1) If such pronunciations are presented only occasionally in the text, a footnote explaining the use and meaning of each diacritic sign should be inserted at the bottom of the braille page each time it appears.
- (2) If diacritical representations of pronunciation are used throughout the text, but the ink-print book does not contain a glossary, the diacritical code itself should be included at the beginning of each braille volume. In such cases, it is not necessary to give the explanation of the diacritical marks in footnotes as they appear.

c. Presentation of Diacritics in Glossaries:

- (1) If a glossary is headed by a table of pronunciation, this table should be embossed using the proper diacritical marks.
- (2) If the glossary does not include a table of pronunciation, the complete list of diacritical markings and the note in the heading of Sec. a above should be inserted at the head of the glossary.
- d. Variations in Pronunciations: Lexicographers very often disagree as to the exact pronunciation of a given word, and a discrepancy may often be found between the pronunciations and syllable divisions employed in the text being embossed and those in the dictionary being used as a guide for brailling. In such instances, follow the copy in the text being embossed.
- 2. For braille systems of notation to express pronunciation symbols employed in a number of well-known dictionaries, refer to THE CODE OF BRAILLE TEXTBOOK FORMATS AND TECHNIQUES, 1965, Revised, 1966, 1970, Rule XX, §44-49.)
- 3. IPA Phonetics Code: For a braille system of notation to express the International Phonetic Association (IPA) Alphabet, refer to THE CODE OF BRAILLE TEXTBOOKS AND TECHNIQUES, Revised, 1966, 1970, Rule XX, §50.

 \mathbf{A}

TYPICAL AND PROBLEM WORDS

abbé abv-men/tion/ed (above-mentioned) abreaction accordance acly (accordingly) acreage add addition adhere adher/ed adher/ence adher/ent aerial aeroplane affording aff/right/ed af-dinner (after-dinner) afns (afternoons) afws (afterwards) agreeable agreeably ain't air-condition/ed Airedale al fine ally ament ancestor andante anemone antedate antenatal apartheid aqueduct

ar/en't

arise

arisen

arose

arising

ar/ound

ar/oused

as<u>th</u>ma

a rived/erci

astring/ent atmosphere atoned atoner \mathbf{B} babbled bacchanal baroness baronet battledore bayonet beatify **Beatrice** beautifully bedding been befr (befriend) befriending begg/in' bein' belld (belittled) Benedict benediction benevol<u>ence</u> bess (besides) beverage Bighorn bin/ary binomial blemish blended bless/ed bless/éd blindage blinded blfold (blindfold) bl<u>in</u>ding blly (blindly) blness (blindness) bls (blinds) bloodletter blossomed blunder bone boned boner

Boone

boredom

boutonnière boutonniere bride-to-be Brigham brother-in-law by and by by-law by the by by the bye \mathbb{C} calisthenics can's can't cantilever Castlerea/gh cathedral cation caveat centime centimeter chaff/in/ch chaise longue ch/ancellor changeable characteristically Chatham ch/eddar childish/ness childlike child's Childs Chisholm Ch/ou En-lai chromosome chuckfull clear/ness cleverest Coblenz coffee cohere colonel colorbl (colorblind)

Comanch/ean

comatose

combing

com'ere

comic

comin' com/ing comique comitia compone component Compton conation conatus conceivable concvd (conceived) concvr (conceiver) con. (concerto) conch concept coned coneflow/er coney Congo congressional conic conif<u>er</u>/<u>ou</u>s conj. (conjunction) Conn. (Connecticut) cont. (continued) contradistinction coronet cdst (couldst) country county coupon cowherd creation crooner cross-question/ed Cumaean D

dachshund
dally/ing
daredevil
daunder
deceivable
dcvd (deceived)
deduced
deduction
denationalization
denatured
denomin/ation

denominator denoted denouement denounced denudate denunciation deny derailment derangement deride derision derisive derivable derivation derivative derived derogatory deshabille din/ghy dingy disc dis/eased dishabille dishevelled dispirit/ed dissyllabic distingué distinguish/ed dist. (district) disulphide do (musical note) doggon' doggone donee Doolittle dou/blet doughtiness doughty dragonet dribbled drought droughty dukedom dunderhead d'you

E

ebb/ed ebb-tide ed. edacious Ed Com/stock edict edition education educed e'en effaceable effeminate effortless egg-head eggs élévation

.. emblematic enamel encephalitis encyclopaedia encyclopædia encyclopedia enormous enounce en route ensphere enumer/ation enunciation | equidistance equinox eradication erasa<u>ble</u> **e**raser erection eroding erosion eruption

F

ethereal

ethereally

evermore

ever/sion

every-day

everyday

expedited

expedition

exoner/ation

fandango fear/some fencer festooned feverish fiance fiancé fin/ery finesse fing/er fst-begotten (first-begotten) fstly (firstly) foredoomed for/th/with fought found/ation fountain Frances freedom frless (friendless) frly (friendly) frs (friends) frship (friendship) fright/en/ed froward fruity fulfillment

G

gadab (gadabout) galingale gasometer genealogy général Ger/many giblet ging/er gingham gobbled go-bet (go-between) Goering Goethe gdies (goodies) gds (goods) goshawk gover/ness grandame grasshopper grtness (greatness) grey'ound

H

haddock hades

hadji Hadley hadn't hand/somer hand/some/st Hapgood har/ness/ed haven't h<u>ea</u>ddress heartsease her/editary heresy h<u>er</u>etic here/with hideaway hing/ed hoity-toity hone/sty honey horseradish hothouse hypsometer

I

idea idealistic imagery immly (immediately) impartial impermeable inasmch (inasmuch) in-bet (in-between) inconceivable incongruity incongruous indiarubb/er indistinctness ineradicable Inge ingénue inglenook in/here <u>inher/en</u>t ironed irredeemable isinglass isometry isthmus <u>it</u>'d it'll it's

J

Jamest<u>ow</u>n J<u>one</u>s

K

kettledrum kilowatt King/ston

 \mathbf{L}

Lancelot
land/lord
launder/ing
learned
leghorn
Len/ingrad
Leroy
less
lring (lettering)
lever
leverage

lever
leverage
limeade
lin/eage
lin/ea/ment
lin/en-draper
ling/er
lingerie
lioness
lionet
lissome/ness

llr (littler)
Ll (Little) Rock
Littleton
locoweed
longevity
longitude
lordly

Louis Brl (Braille)

M

maenad
maharaja
mah-jongg
malediction
McCommack
McConnell
memento
men/ingitis
mental
merry-go-round

midday mileage milord mingled Minneapolis minuteness misally misconceived mishap misoneism mistake mistaken mistemper/ed mistitled mistook monetary money mong/er Mongolian mongoose mongrel mooned More more'n moreover Mortimer mountain/ous

N

mustache

must/ard

musty

must/er/ing

mstn't (mustn't)

named
nationality
Neand/er/thal
ne'er-do-well
Nesselrode
nightingale
Nipponese
noblesse
non-commission/ed
northeast
nought
noway
nowise

0

merry-go-round O'Connor midafn (midafternoon) odd

odd/ity
oedema
Oedipus
offer/ing
often
oleagin/ous
omentum
oner/ous
opponent
optime
orangeade
Othello
other
out-and-out

P

paean painstaking pandemonium pandemonism partake partaken partaker part/erre Par/thenon partiality particular partook passe partout peaceable pean peanut peddler Pekingese pen/sion

(boarding house)
people's
people's
perceivable
percyd (perceived)
perineum
peritoneum
permeable
peroneal
persever/ance
Phoenix
phone
phoned
phonetically
pimento

pineapple

ping-pong piñon pioneer/ing pity/ing plunder/ed poleax pongee popedom preaction preadamite preamble preconceived predacious predated predicament prediction predilection prenatal prerogative prisoner prithee pro and con problematically Prof. profanely profanity profert professor proficiency profile profound/ness pronghorn proponent pythoness

\mathbf{Q}

question/ary question/ed questionee questionnaire quibbled qken (quicken)

R

rafter
rally
ration/ally
ready-to-wear
re-ally
really
reappear/ance

receivable rcvd (received) rcvrship

(receivership)

redact
redeemed
redemption
redistribution
redrafter
reduced
reduction
redundance
renege
renouncement

renunciation repartee requestion/ed

rer<u>ea</u>d

reverber/ation

revere
rever/ence
rever/end
reverie
reversed
revery
ribband
ribboned
riffraff
righteousness
roof/er

roseate roundelay rou/stab

(roustabout)

S

sacch/ar/ine
safflow/er
Saint or St.
Sally
scone
scribbled
sea
seafar/ing
sea-island
séance
Seattle
sedate
sedition
seduced

seduction

self-belief

self-command
self-control
self-distrust
señor
sever
several
severe
sever/ity
sh!
shadberry
shaddock

shaddock
shadow/ed
shallop
shallow/ness
shanghaied
sh/edding
Sheean
sh/eriff
sh/eriff's

sh/eriffs

sh/ingled sh/oulder shdn't (shouldn't)

shdst (shouldst)
sing/ed
singh
sing/ing
singular
skedaddle
smoother
smother

smother so (musical note) so-and-so

sobeit
somersault
somerset
some/times
sooner
sorghum
so's
soso
so-so
sou'east/er
sought
sou/theast
sparerib
Spartan
Spencer

sphere

spirits

spiken<u>ar</u>d

spirit/less

spongy sprightly squally Stalingrad st/and-by st/ation/ary stevedore still-life stillness still's st/ingy stirabout Street or St. string/endo string/ent strongyle

subpoena
sudd/en/ness
suède
sunder
sustain
sweetheart
swith/er
sword

St. Swith/in

subbasement

T

syringe

tableau tablet taffrail Tammany tea tear tea/time teethed telephone telephoned Ten/nessee tethered that'd that'll that's theaceous

theirs then th/ence/for/th

theater

thee

thereabs (thereabouts) thereagst (thereagainst)

thermometer theses th/ing-in-xf (thing-in-itself) thistledown th/ought/ful/ness threshold through/out th/under/ing timed timing ting/ed tingled 'tion to and fro to-do toenail tomentose tone toned tongs tongue tooth/some topfull tow/ards towhee Townsh/end trin/ary trinodal trinomial trisacch/aride trombone trypanosome turtledove tweedledum twing/ed twofold twosome

U

ultrared unac (unaccording) unbeknown unblemish/ed unblfold (unblindfold) unconceived uncongealable uncongenial undcvd (undeceived) undcld (undeclared) underived underogatory undishearten/ed undistinguish/ed unear/th unear/thed uneasy uneat<u>en</u> unfrly (unfriendly) unfulfilled unknown unless unlessoned unlred (unlettered) unmistakable unnec (unnecessary) unpd (unpaid) unpercvd (unperceived) unpercvg (unperceiving) unquestionably unricd (unrejoiced) unrjcg (unrejoicing) untow/ard useable useless

usually

 \mathbf{V}

W

wafter

wasn't

weever

wagoner

wakerife

wea/thered

well-be/ing

well-to-do

wer/en't

wh/ence

where/abs

<u>wh/ere'er</u>

wh/er/ever

which/ever

which'll

whither

Will

(whereabouts)

X

xylophone

Wright

wright

wrought

willing

Will's

<u>withe</u>

with/in

with/out

word/ing

workpeople

worldliness

wd-be (would-be)

wdn't (wouldn't)

wdst (wouldst)

will-o'-the-wisp

win/some/ness

witches'-besom

with/er/ed

Y

yearned
yeggman
you'd
you'll
you'n
young/st/er
you're
yrs (yours)
you's
you's
you've

zither zone zoned zounds

ALPHABETICAL INDEX OF BRAILLE SIGNS

ALPHABET AND NUMBERS

1	2	3	4	5	6	7	8	9	0
a	b	c	d	е	\mathbf{f}	g	h	i	j
• •	• •	••	• •	• •	• •	• •	• •	• •	• •
k	1	m	n	0	p	q	r	s	t
• •	• · • · • ·	• •	• •	• •	• • • ·	••	• · • •	• •	• •
u	v	w	x	У	Z				
• •	• •	• •	• •	• •	• •				

CONTRACTIONS, WORD SIGNS, AND SHORT-FORM WORDS

A		although	alth	because	bec	C	
about	ab	altogether	alt	before	<u>be</u> f	can	• •
above	abv	always	alw	behind	<u>be</u> h		
according	ac	ance		below	bel	cannot	
across	acr		••	beneath	<u>be</u> n	cc	• •
after	af	and	• •	beside	<u>be</u> s		• :
afternoon	afn	ar	• •	between	bet	ch	• •
afterward	afw	as	• •	beyond	bey	character	
again	ag			ble	· •	-1-11-1	• •
against	agst	ation		blind	bl	child	. •
oll						children	chn
ally	• • •	В		braille	brl	com	
almost	alm	1,1	. :	h.,4	• •	Com	••
already	alr	bb 	• .	but	• •	con	• •
also	al	be	• •	by	• •	conceive	concv

conceiving	concvg	F		I		more	• •
could	cd	father		immediate	imm		
				in	• •	mother much	mch
D		ff	• •	ing	. •	must	mst
day		first	f <u>st</u>		• • • • • • • • • • • • • • • • • • • •	myself	myf
		for	•	into	• • • • • • • • • • • • • • • • • • • •		v
dd		friend	fr	it	• •	N	
deceive	dev	from	••	its	XS	name	
deceiving declare	devg del	ful		itself	xf	necessary	nec
		Tul	• • • •	ity	· · • • · • · · • · · • · · • · · • · •	neither	nei
declaring	dclg	G		_		ness	
dis	• •	ora,		J	. •		• •
do	• • • • • • • • • • • • • • • • • • • •	gg	••	just	• •	not	• •
		gh	• •	K		0	
E		go	• •	know		o'clock	o'c
	: :	good	gd	knowledge	• • • • • • • • • • • • • • • • • • • •	of	• •
ea	*:	great	grt	_			
ed	• •	11		L		one	• .
either	ei	H		less		oneself	<u>one</u> f
en	• :	had	• • • •	letter	lr	ong	: • • •
CII		have	• •	like	• •	ou	• •
ence		liave	• .	little	11	ought	
enough	· · • ·	here		lord		ought	
	••	herself	h <u>er</u> f			ound	
er	•	him	hm	M		ourselves	<u>our</u> vs
ever		himself	hmf	many		ount	
every	• • • • • • • • • • • • • • • • • • • •	his	• •	ment		out	• •

ow	•••	S		these	· • · • · · · · · · · · · · · · · · · ·	W	
		said	sd	this	• •	was	• •
P		sh			:	were	• •
paid	pd	shall	• • • • • • • • • • • • • • • • • • • •	those		wh	• •
part	: • • :	should	shd	through	:• :•	WII	• • • •
people	• •	sion		thyself	<u>th</u> yf	where	
perceive	percv		• •	time		which	· ·
perceiving	percvg	so		tion	· · • • · · · · · · · · · · · · · · · ·	whose	· • • · • · • · • · • · • · • · • · • ·
perhaps	p <u>er</u> h	some		to	••	will	. •
Q		spirit		today	td		. •
Q		st	• •	together	tgr	with	
question	: • •	still	· •	tomorrow	´tm	word	
quick	qk	such	sch	tonight	tn	work	
quite	• •	Such				world	
		Т		U		would	wd
R		th	· •	under	• .	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,, ,
rather	• •	that	• • • • • • • • • • • • • • • • • • • •			Y	
receive	rev	41	. •	upon	• •	you	
receiving	rcvg	the	• • • •	us	••	young	
rejoice	rjc	their				your	yr
rejoicing	rjcg	themselves	<u>the</u> mvs	V		yourself	yrf
right		there		very		yourselves	yrvs

PUNCTUATION AND COMPOSITION SIGNS

accent sign	• •	hyphen	• •
apostrophe '	• •	italic sign, single	· •
asterisk *	• • •	italic sign, double	· • · • · • · •
bar /	• •	letter sign	· · •
<pre>bracket (or brace) [or { opening</pre>	· · · · · · · · · · · · · · · · · · ·	number sign #	· • · •
bracket (or brace)] or } closing		parenthesis, opening (
capital sign, single	• •	parenthesis, closing)	• •
capital sign, double	• • •	period .	
colon :	• • • • • • • • • • • • • • • • • • • •	question mark ?	• •
comma ,	• • • • • • • • • • • • • • • • • • • •	quotation mark, double, " opening	• •
dash —	• • •	quotation mark, double, "	
long dash —	•• •• ••	closing quotation mark, single, '	••
decimal point .	· •	opening	
ellipsis	• • • • •	quotation mark, single, ' closing	• • •
exclamation point !	• •	semicolon ;	• :
fraction-line / or —	• •	termination sign	• • • •

INDEX OF RULES

Sec.	Page	Sec.	Page
Abbreviations:		Cc34-b(1) (exc.)	33
Rule VI	25	Cc42	40
Comprising initial letter and part of word 27-b	26	Coinage 31	
Dates 27-e Initials 27-c	$\begin{array}{c} 26 \\ 26 \end{array}$	Decimal 28-g	28
Italicized 10-a	12	Sterling 31-b	32
Letters uncapitalized, uncontracted 27-a Postal districts 27-d	25 26	Coinage, weights and other special symbols, Rule VIII31	30
Telephone numbers 27-f	26	Composition signs, special braille:	
With period 27, 27-a	25	Rule II	10
Written in capital letters 27-a	25	Order of 8 Table of	
Accent sign: Rule V24	22	Com44	
Use in writing anglicized words and	22	Compound words:	41
proper names in English context	22		4.0
Use in writing English stressed syllables 24-c	24	Italicized 10-a Use of double capital sign 9-b	12 11
Use in writing foreign words and phrases, and italicized or quoted foreign passages		Use of single capital sign 9-a	11
in English context24, 24-b	23	Con	
Used for stressed syllables in scansion		Condensations (editing) 19	21
and stress 33-c	33	Contents 15-b	
Acknowledgments15-c	20	Contractions:	20
AllyExc. c	46		0.4
Alphabet and numbers:		Choice of use35 Final-letter:	34
Table of	2	Examples of use46	45
Table of	67	Exceptions to general rule 46	46
Alphabetical index of braille signs	67	General rule46	45
And	36	Table of, Rule XV	45
And38-b	37	Forming parts of words:	
Apostrophe 4	8	Used 34-a	33
Insertion of in plural abbreviations, numbers, or letters4-a	8	Not used34-b	
Apostrophized words, italicized 10-a	12	General use of, Rule X	33
Appendices:	14	Initial-letter:	4.0
A—Special formats	49	Examples of use 45 Exceptions to general rule 45	43 44
B—Foreign languages		General rule	42
C—Other grades of braille; special		Tables of, Rule XIV	
braille codes	58	Lower signs:	
D—Diacritics and phonetics	58	Be, con, dis43	41
Asterisk: Rule IV	21	Be, enough, were, his, in, was 39	38
General rule 21	$\frac{21}{21}$	Com 44 Ea and double-letter signs bb, cc, dd, ff, gg 42	$\frac{41}{40}$
When used in ink print to denote		To, into, by41	39
omissions 21-a	21	Table of, Rule XIII	38
AtionExc. d	46	Not used:	
Bb34-b(1) (exc.)	33	In foreign words24	22
Bb	40	In proper names in foreign language passages24-a(2)	23
Be39	38	One-cell part-word:	20
Be	41	And, for, of, the, with38-b	37
Blank lines, use of17	20	General rules38	37
Blank lines, use of20	21	Table of, Rule XII	37
Brackets:		One-cell whole-word:	0.0
Opening and closing 3	7	A, and, for, of, the, with 37	$\begin{array}{c} 36 \\ 36 \end{array}$
Portion of word enclosed in3-a	8	General rules36 Table of, Rule XI	3 5
Braille Grade 1½ (revised)App. C-1-a	58		
Braille Grade 3	58	St38-c Use in transcribing books on specialized	38
Braille shorthand	58	subjects34-d	34
Breaks in contextApp. A-3	49	Used in proper names, English or foreign,	
By41	39	in English context24	22
Caesura sign33-b	32	Contractions, word signs, and short-form words, table of	67
Capital sign:		morab, dance of	٠,
Double, use of 9-b	11	Dash:	
Single, use of 9-a Single and double 9	11 11	Beginning and ending of line6	9
Capitalized portions of words, writing of 11, 11-a	15	Indicating omitted word 6-a	9
Cardinal numbers28	26	Short and long6 Spacing of 6	9

INDEX OF RULES—Continued

Sec.	Page	Sec.	Page
Use of in writing scores in number form 28-a With Roman numerals 30-a	26	Format, Braille:	-
		Blank lines, use of 17 Blank lines, use of 20	20
Dates, abbreviated 27-e	26	Contents pages	21 20
Dd34-b(1) (exc.)		Dedications, acknowledgments 15-c	20
Dd42	40	General rule14	19
Decimal coinage28-g	28	Omissions of copy, editing 19	2:
Decimal sign 28-f	28	Page numbering 16	20
Dedications 15-c		Paragraphing18 Prefaces, forewords, introductions15-d	20 20
Definition of braille	1	Title pages	20
Diacritics App. D-1	58	Format, special App. A	49
Diaereses, writing of25		Breaks in context App. A-3	49
Diagrams 19		Outlines App. A-7	5
Diphthongs, Rule V 25		Paragraphing App. A-1	49
Diphthongs, fulle v		Plays, etc. App. A-8	5
		Poetry App. A-2 Tabular material App. A-5	49
Ditto sign 31-c		Test materials App. A-6	5
Division of words at end of line5-a	_	Termination line App. A-4	49
Dollars and cents 28-g		Fractions, writing of28-c	2!
Double capital sign9-b Writing of letter groups9-b	11	French accented letters App. B-1	54
Double italic sign	12	German accented letters App. B-4	56
0.41/1) /	0.0	Gg	33
Ea34-b(1) (exec.)	33	Gg	40
Ea		Grade 3 Braille App. C-1-b	58
Editing of copy19		Greek Alphabet (international) and	90
Ellipsis 7		other special signs	56
Omission of paragraph	$\frac{10}{10}$	Greek passages in English text 24-d	24
Te be substituted when asterisk used	10	Greek letters, writing of in English context 24-b	24
in ink print to indicate omissions21-a	21	Greek letters, writing of in English context, 24-b	24
When used to indicate omitted letters7-a			
Ence35-b (exc.)	35	Had 45 (Exc. e)	44
Ence46 (exc. a)	46	Here45 (Exc. b)	44
English, Old and Middle26-c	25	His39	38
Enough39	38	Hyphen5	8
		Spacing after disconnected compound	
Ff34-b(1) (exc.) Ff42	33	words 5 Use in compound words 5	2
		Use in joining numbers 28-b	27
Final-letter contractions, tables of, Rule XV	45	Used to set apart italicized or capitalized	
Foot sign, end of33-b	32	portions of words11, 11-a	15
Footnotes:		When used to indicate omitted letters5-b	9
At foot of page22-c	21	With Roman numerals 30-a	29
Long 22-b	21		
Placed at end of paragraph	$\begin{array}{c} 21 \\ 21 \end{array}$	Illustrations, omission of19	21
Short 22-a		In39	38
Writing of 22		Index of braille signs, alphabetical	67
For37		Index of rules	71
For		Initial-letter contractions, tables of,	
Foreign accented letters:	01	Rule XIV	42
In writing foreign-language texts 26	24	Initials27-c	26
In writing foreign words and phrases,	24	Integral numbers, division of 28-b	27
and italicized or quoted foreign		Into41	39
passages in English context 24, 24-b	22	Introductions 15-d	20
Foreign language passages and texts,		IPA Phonetics Code	61
Rule V26	24		55
Foreign languages App. B	54	Italian accented letters	96
French App. B-1	54	Italic sign: In abbreviations10-a	12
German App. B-4	56	In appreviations 10-a In apostrophized words 10-a	12
Greek App. B-6	56	In compound words10-a	$\frac{12}{12}$
Italian App. B-2 Latin App. B-5		Single and double10	12
Spanish App. B-3		Italicized passages10-b	14
		Comprising more than one paragraph 10-c	14
Foreign words not to be contracted		Dash or ellipsis at beginning or end 10-d	14
Forewords15-d	20	Last word in compound word10-b	14

INDEX OF RULES—Continued

Sec.	Page	Sec.	Page
Italicized portions of words, writing of 11, 11-a	15	Other grades of braille, special	50
Italicized titles or items, list of10-e	14	braille codes	58
Italies:		Grade 3 Braille App. C-1-b	58
Omission of in quoted matter 2-b	7	Revised Braille Grade 1½App. C-1-a	58
Omission of in quoted matter 10-g-h	15	Shorthand App. C-1-c	58
To be substituted for small capital letters, bold-face type, or underscoring10-f	15	OutlinesApp. A-7	53
	46	Page numbering16	20
Ity46 (Exc. c)	40	Paragraphing 18	20
Latin diphthongs and vowel signs App. B-5	56	Paragraphing App. A-1	49
Letter sign12	16	Parentheses:	
Purpose12	16	Opening and closing	7
Use in languages not employing	0.4	Portion of word enclosed in3-a	8
Roman alphabet	$\begin{array}{c} 24 \\ 16 \end{array}$	Part45 (Exc. c)	44
When not used12-b	17	Phonetics	61
With letter endings of Roman numerals 30-b	29	Plays, etc. App. A-8	53
With uncapitalized Roman numerals30	29	Poetry:	
Letters, how to write (see letter sign)		Rule IX 32 Special format App. A-2	
Lisped words13-c	19		49
Lower signs, Rule XIII	38	Portions of words, italicized or capitalized11, 11-a	15
	2.0	Postal districts 27-d	
Mathematical signs of operation, common 28-j	29	Prefaces 15-d	
Measures 31	30	1	20
Mixed numbers, writing of28-d	27	Pronunciation Systems of Well-known	0.5
Money, foreign 31	30	DictionariesApp. D-2	61
Ness46 (Exc. b)	46	Proper names:	36
Number sign28	26	Use of contractions in36-c Use of contractions in38-e	
Termination of effect 28-a	26	Use of short-form words in 47-b	
Numbers:		Punctuation and composition signs:	
Cardinal28	26	Table of	
Decimal coinage28-g	28	Table of	
Decimal sign 28-f Division of 28-b	28 27	Punctuation signs, Rule I	
Fractions 28-c	27	Order of8 Table of8	10 6
Mixed numbers 28-d	$\frac{2}{27}$	Use and order of1	6
Oblique stroke or bar 28-e	27		
Ordinal 29 Roman numerals 30	29 29	Quotation marks: Double and single2	6
Rule VII	29 26	Reversed in ink print 2-a	
Scores, writing of28-a	26	Quoted matter, change of type or	
Sports scores, writing of28-a	26	written in italics 2-b	7
Time, definite point of 28-h	28	References, Rule IV	21
Time, intervals of 28-i With dash 28-a	28 26	References 23	
With hyphen 28-b	$\frac{20}{27}$	Revised Braille Grade 1½	
Numerals, Roman30	29	Roman numerals	
		Rule VII	26
Oblique stroke or bar 28-e	27	Capitalized30	29
With numbers 28-e	27	In dates 27-e	$\frac{26}{29}$
Of	36	Letter endings	
Of38-b	37	Uncapitalized30	
Omissions of copy	21	With dash 30-a	
Omitted letters:	10	With hyphen30-a	29
When indicated by ellipsis 7-a When indicated by hyphens 5-b	10 9	Rules:	
Omitted words, indicated by double	_	I—Punctuation signs	6
or long dash6-a	9	II—Special braille composition signs	10
One45 (Exc. a, b)	44	III—Format	19
One-cell part-word signs, Rule XII	37	IV—Asterisk, footnotes, references	
One-cell whole-word and part-word		V—Accent sign, diphthongs, foreign languages VI—Abbreviations	0 =
signs, table of	3	VII—Numbers and Roman numerals	
One-cell whole-word signs, Rule XI	35	VIII—Coinage, weights, and other	
Ordinal numbers 29 Omission of "n" or "r" in 29 (Exc.)	29	special symbols	
	29	IX—Poetry, scansion and stressX—General use of contractions	
With foreign endings, writing of	29	XI—One-cell whole-word contractions	

INDEX OF RULES—Continued

	Sec.	Page	Sec.	Page
XII—One-cell part-word signs		37	Tabular material	49
XIII—Lower signs		38	Footnotes with	22
XIV—Initial-letter contractions		42	Telephone numbers	26
XV—Final-letter contractionsXVI—Short-form words		45 46	Termination line	49
AVI—Short-form words		40	Termination sign11	15
Coonsist and atreas	22	32	Restriction of use11	15
Scansion and stress		33	Used to set apart italicized or	
Caesura sign	33-b	32	capitalized portions of words11, 11-a	15
End of foot sign	33-b	32	Test materialsApp. A-6	52
Long or stressed syllable sign	33-a	32	The37	36
Short or unstressd syllable sign	33-a	32	The38-b	37
Short-form words:			Time:	
Rules of usage	47	47	Definite point of	28
Table of			Intervals of	28
Table of, Rule XVI		46	Title pages	20
Single capital sign	9.a	11	To41	39
			Two-cell contractions, table of	4
Some	45 (Exc. d)	44	Typical and problem words	
Spanish accented letters and				
punctuation signs	App. B-3	55	Vocal sounds without word meanings13-b	19
Speech hesitation	13-b	19	Wes	38
Spelling		19	Was 39	
St		38	Weights	30
			Were39	38
Stammering		19	With	36
Sterling coinage	31 - b	32	With	37
Symbols, special ink-print	31-a	31	Words, typical and problem	62

HV1669
Am35 English Braille
eW36 American Edition
1977 1959

	DAT	E DUE	
4/10/92			
10.33.17			

AMERICAN FOUNDATION FUR THE BUILD 15 NEST 16th STREET NEW YORK, N.Y. 10011

\$ 0 to

9.00

